Sponsored Programs
Grant Life Cycle

1. Finding Funding
2. Proposal Development
3. Award Management
4. Award Close-out
5. Project Start-up
Sponsored Programs

Richard T. Steinhart, CRA
Director of Sponsored Programs

• Pre-Award Team
  5 Grant and Contract Administrators

• Post-Award Team
  9 Grant and Contract Administrators
  1 Grant and Contract Coordinator
Proposal Preparation
Pre-Award Team

- **Richard Brammer, MSEd, CRA**
  Supervisor, Pre-Award
- **Annmarie Delgado, MA, MPA, CRA**
  Sr. Grant & Contract Administrator
- **Stephanie Harris, OC**
  Sr. Grant & Contract Administrator
- **Nicole Swartz, CRA**
  Sr. Grant & Contract Administrator

As soon you have identified a potential Sponsor & Announcement, email PreAward@odu.edu to be assigned a GCA to assist in your submission
Research Foundation Pre-Award

- Research Foundation pre-award staff work closely with PIs to submit proposals on behalf of ODU and its research teams
  - All applications for sponsored projects should be submitted through Research Foundation pre-award staff
  - Applications cannot be submitted by any other unit or individual in the name of the Research Foundation or ODU
When to contact Us

• PI should contact Research Foundation very early upon identifying a sponsor and program for proposal submission - please do not hesitate

• PI works simultaneously with both Research Foundation and grant writing staff (Office of Research) to submit a well-prepared and compliant application
Sign up to Meet Us

- One-on-one meeting with pre-award GCA
  - Detailed overview of the proposal submission process
  - Answer any questions
  - Review funding agency guidelines, federal regulations, and program solicitations
  - Get familiar with Research Foundation staff and facility location
Roles and Responsibilities

- **Principal Investigator**
  - Contact Research Foundation to begin the proposal development process (budget, internal forms, etc.)
  - Review sponsoring agency’s guidelines and deadlines
  - Prepare proposal compliant with agency guidelines
  - Discuss project with chair and dean in advance
  - Coordinate for any Subrecipient and/or cost share arrangements
  - Approve and route proposal transmittal form (PTF)
  - Submit completed proposal to Research Foundation at least 5 business days before agency deadline
Roles and Responsibilities

• **Pre-award Grant and Contract Administrator**
  – Review sponsoring agency’s guidelines and deadlines
  – Assist PI with budget and budget justification development
    • Salaries and Fringe Benefits
    • Facilities and Administrative (F&A) costs
    • Cost share budgets
    • Tuition scholarships
    • Single- and Multi-year budgets
    • Cost accounting compliance
  – Assist with completion of agency forms and application packages
  – Point of contact for coordinating proposal with subrecipients
  – Submit applications to sponsoring agency
Electronic Proposal Transmittal Form (ePTF)

- An internal electronic form that contains project information and is used to obtain approval of ODU commitment of resources
  - Time and effort of any ODU/Research Foundation personnel (salaries)
  - Use of university facilities and equipment
- Electronic signature approval is required by the PI, Co-PI, chair(s), and dean(s)
- Form can be accessed remotely through the internet: http://www.researchfoundation.odu.edu/forms/ptf.htm
- Research Foundation is not authorized to submit a proposal without receiving a fully approved ePTF
- Once completed and signed, the ePTF should be routed back to the Pre-award GCA in the Research Foundation office
Guarantee and Request

• **Pre-award GUARANTEE**: if you submit your completed proposal to pre-award 5 or more business days before deadline we guarantee timely submission

• **Please avoid 11\textsuperscript{th} hour proposal submissions**
  – too stressful and usually several other proposals already in the queue
Post-Award Management
Post-Award Team

April Bennett, MSACM, MBA
Grant & Contract Administrator

Maria Delacruz, MBA
Grant & Contract Administrator

Terra Dews, MBA, CRA
Grant & Contract Administrator

Becky Ellis, CRA
Sr. Grant & Contract Administrator

Kim Ortolano
Grant & Contract Administrator

Vacant
Grant & Contract Administrator

Shelly Shaff-Frost
Sr. Grant & Contract Administrator

Dan Snyder, CPA, MBA
Grant and Contract Coordinator

Carly Thomas, CRA
Grant & Contract Administrator

Chelsea Vera
Grant & Contract Administrator
What happens once a proposal is awarded?

• GCA notifies PI of the grant or contract award
• Contract negotiation
• Research Foundation is signing official on all contracts and awards
• Project number is assigned and award processed
• GCA coordinates any budget revisions with PI
• GCA sends a copy of notice of grant award to PI
• GCA contacts PI to set up award orientation
Roles and Responsibilities

- Post-award Grant and Contract Administrator
  - Negotiate awards
  - Approve and monitor expenditures
  - Budget revisions
  - Process cost transfers
  - Process Subrecipient paperwork
  - Liaison with funding agency
  - Process no-cost time extensions
  - Reconcile project issues
  - Maintain project compliance
Roles and Responsibilities

• **Principal Investigator**

  – Perform statement of work
  – Monitor grant activity
  – Ensure all costs are compliant with funding agency, federal regulations, and ODU and Research Foundation policies
  – Submit travel claims, payroll authorization forms (108), and other reimbursements in a timely manner
  – Monitor subrecipient expenses and approve invoices
  – Submits cost share documentation to Research Foundation in a timely manner
  – Certify time and effort reports
    • Payroll Authorization Reports (PARS)
Thread of Compliance

- **Begins in Pre-award process**
  - Agreement of certifications and representations
  - Accurate budget and budget justification
  - Review of all proposal files (cost share, personnel, facilities, IRB, etc.)

- **Continues in Post-award management**
  - Monitoring of cost share commitments
  - Human subjects, animals, export controls
  - Time and effort reporting (PARs)
  - Subrecipient monitoring
  - Monitoring of project expenditures

- **Ends at project closeout**
Reporting and Deliverables

• **Principal Investigator:**
  – Responsible for the timely preparation and submission of all progress (technical) reports
  – Responsible for the timely submission of all project deliverables

• **Research Foundation:**
  – Prepares and submits all grant specific quarterly, annual, and final financial status reports
  – Will submit progress reports, if desired, on behalf of PI
Award Closeout

- Federal agencies usually require closeout of projects within 90 days of project termination date
  - Final expenses – before project end date
  - Final invoice
    - Final payment can be dependent on agency’s receipt of deliverables and progress reports
  - All deliverables (includes financial and technical reports)
  - Equipment, inventory, and intellectual property reports