Sponsored Programs
Grant Life Cycle

- Finding Funding
- Proposal Development
- Award Management
- Award Close-out
- Project Start-up
Sponsored Programs

Michael P. Ludwick, MA, CRA, PCM
Director of Sponsored Programs

• Pre-Award Team
  1 Sponsored Programs Administrator
  2 Grant and Contract Administrators
  2 Grant Administrators

• Post-Award Team
  1 Manager of Sponsored Programs
  1 Sponsored Programs Administrator
  5 Grant and Contract Administrators
  1 Grant Administrator
  1 Grant and Contract Coordinator
Proposal
Preparation
Pre-Award Team

Stephanie Harris, MA
Sponsored Programs Administrator

Sean Jacobs
Grant & Contract Administrator

Jennifer Miller
Grant Administrator

Kathryn Speas, MPA, PPCM
Grant Administrator

Carly Thomas, CRA
Sr. Grant & Contract Administrator

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

• Research Foundation Pre-Award team members work closely with PIs to submit proposals on behalf of ODU and its research teams
  – All applications for sponsored projects should be submitted through the Research Foundation pre-award team
  – 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: PreAward@odu.edu

• 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 a Pre-Award team member
  – Detailed overview of the proposal submission process
  – Answer any questions
  – Review funding agency guidelines, federal regulations, and program solicitations
  – Get familiar with Research Foundation team and facility location
Roles and Responsibilities

- **Principal Investigators**
  - 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 electronic proposal transmittal form (ePTF)
  - Submit completed proposal to Research Foundation at least 5 business days before agency deadline
Roles and Responsibilities

• **Pre-Award team members**
  – 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
  – Act as points of contact for coordinating proposals 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.html

- 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 assigned Pre-Award team member 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 11th hour proposal submissions
  – too stressful and usually several other proposals already in the queue
Post-Award Management
Post-Award Team

Richard Brammer, MBA, MS Ed, CRA
Manager of Sponsored Programs

Terra Dews, MBA, CRA
Sr. Grant & Contract Administrator

Adam Easter
Grant & Contract Administrator

Nicole Heard
Grant & Contract Administrator

Keona Johnson
Grant & Contract Administrator

Luanna Martins, M Ed
Grant & Contract Administrator

Shelly Shaff-Frost
Sponsored Programs Administrator

Priscilla Smith
Grant & Contract Coordinator

Sarah Wygant
Grant & Contract Administrator
What happens once a proposal is awarded?

A Post-Award team member will:

• Notify PI of the grant or contract award
• Negotiate the agreement, if necessary (NOTE: Research Foundation has official signatory authority on all contracts and awards)
• Assign project number and process award
• Coordinate any budget revisions with PI
• Send a copy of notice of grant award to PI
• Contact PI to set up award orientation
Roles and Responsibilities

- Post-Award Team Members
  - Negotiate awards
  - Approve and monitor expenditures
  - Revise budgets
  - 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 Investigators**
  - 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 authorizations (ePAS), and other reimbursements in a timely manner
  - Monitor subrecipient expenses and approve invoices
  - Submit 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