Sponsored Programs
Grant Life Cycle

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

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Director of Sponsored Programs

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Manager of Sponsored Programs

• Pre-Award Team
  4 Grant and Contract Administrators
  1 Grant and Contract Coordinator

• Post-Award Team
  7 Grant and Contract Administrators
  1 Grant Administrator
Proposal Preparation
As soon you have identified a potential Sponsor & Announcement, email PreAward@odu.edu to be assigned a GCA to assist in your submission.
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: 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 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 electronic proposal transmittal form (ePTF)
  
  – 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.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 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 11th hour proposal submissions**
  - too stressful and usually several other proposals already in the queue
Post-Award Management
Post-Award Team

Tammie Dantzler, MBA, CFE
Grant & Contract Administrator

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

Adam Easter
Grant & Contract Administrator

Keona Johnson
Grant & Contract Administrator

Katie Mahrenholz
Grant & Contract Administrator

Luanna Martins, M Ed
Grant Administrator

Shelly Shaff-Frost
Sr. 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 authorizations (ePAS), 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