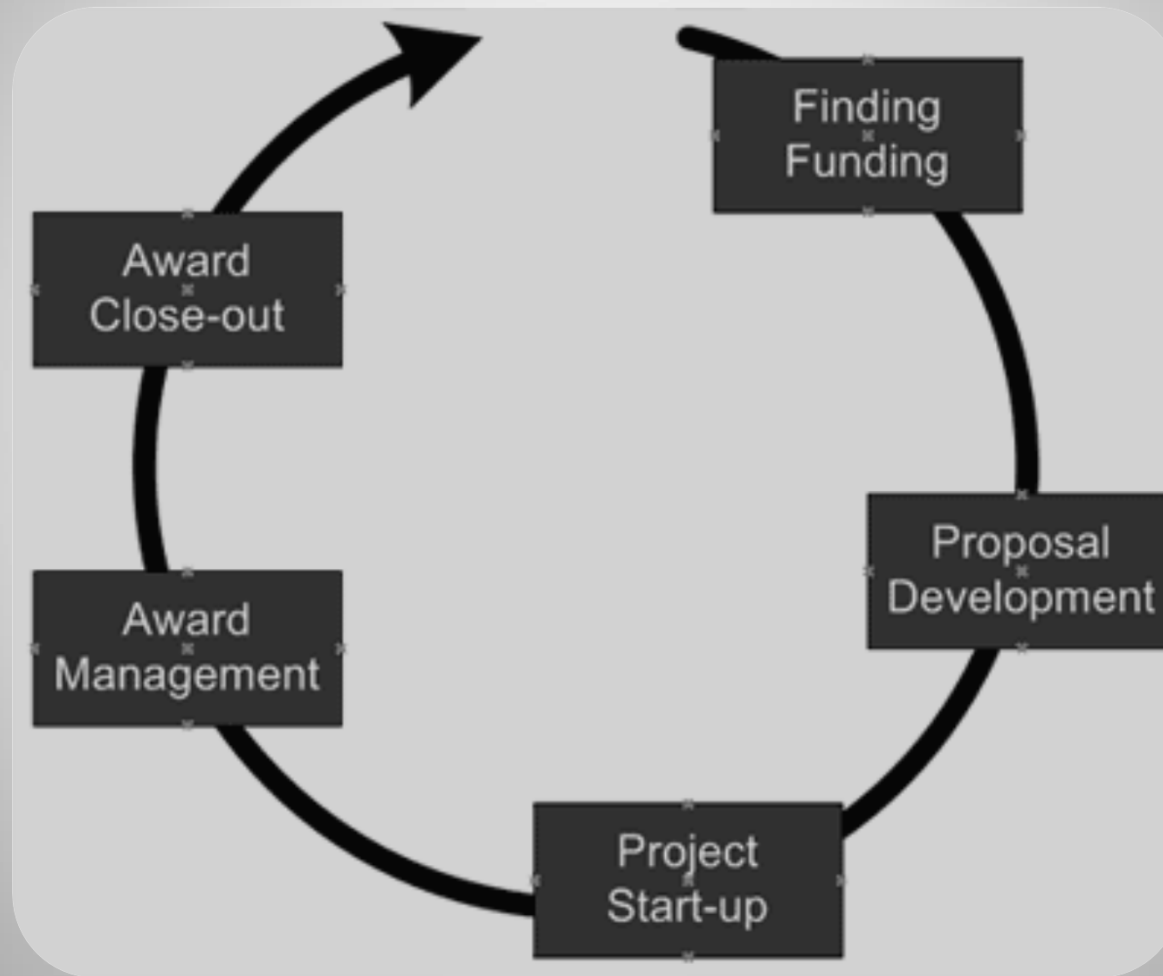




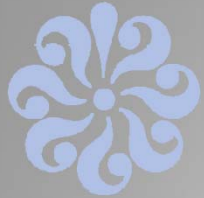
Sponsored Programs



Grant Life Cycle



Project Start-up

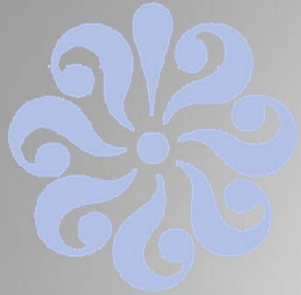


Sponsored Programs

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

Richard Brammer, MBA, MS Ed, CRA
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



Pre-Award Team

Stephanie Harris, MA

Sr. Grant & Contract Administrator

Sean Jacobs

Grant & Contract Administrator

Kathryn Speas, PPCM

Grant Administrator

Carly Thomas, CRA

Sr. Grant & Contract Administrator

Sarah Wygant

Grant & Contract Coordinator

**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



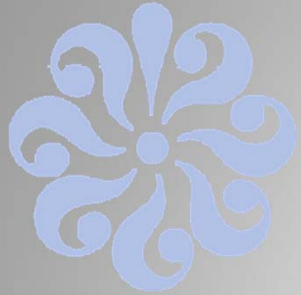
Electronic Proposal Transmittal Form (ePTF)

- **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