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

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

Jim Gregory, MA
Grant & Contract Administrator

Stephanie Harris, MA
Sr. Grant & Contract Administrator

Sean Jacobs
Grant & Contract Administrator

Kathryn Speas, PPCM
Grant & Contract Coordinator

Carly Thomas, 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
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](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