Grant Novation Status (Yolanda, Richard B.)

Proposal Submissions (Yolanda, Richard B.)

Process Overview, ePTF Form, Budget Development, F&A Rates, Limited Submissions

Award Management (Yolanda, Richard B.)

Research Portal, Subcontracts, Hiring on Sponsored Grants & Contracts post Day 1, Travel

Subawards, Subcontracts & Agreements (Yolanda, Richard B.)

Process Overview, How you get MTAs, NDAs, or other unfunded agreements

Compliance (David M., Greg C., David F.)

Structure Overview, What you need to know about: IRB, IACUC, COI, IBC, Export Controls

Purchasing (Yolanda, Richard B.)

Overview of the purchasing process for sponsored programs

Doing Research @ ODU (Yolanda, Richard B.)

IDC Overview, Where to find researcher resources, who to contact

Sponsored Programs Onboarding

Researchers Roadmap to Successful Sponsored Projects

SPA Structure Overview (David M., Shannon R.,)
Division of Research and Economic Development (DRED)

Division of Research and Economic Development (DRED)

6 Business Units

- OIRE
- Innovation, Commercialization, and Economic Development
- Research Security & Compliance
- Strategic Initiatives
- EVNC Centralized Functions
- Sponsored Programs and Research Development

Research Foundation

What to know about the ODU Research Foundation:

- Separate 501(c)(3), Private, Not-for-profit, tax-exempt
- Independent, Self-Supporting Entity within ODU DRED
- Serves as ODU’s administrative and fiscal agent for sponsored program administration
Sponsored Programs Structure Overview (David M., Shannon R.)

About the Research Foundation

Sponsored Programs Administration utilizes:
- Separate Purchasing Systems
- Separate Hiring Processes for Hiring Project Personnel
- Separate Policies & Procedures (although aligned with Fed, State, Local, and University)
- Separate Activity Reporting

**Sponsored Programs Central Operations**
- Accounts Payable
- Purchasing
- Invoicing
- P-Cards
- Equipment Inventory
- External Audits & Financial Reviews
- Annual Operations Budget
- Field Employees: Hiring
- Employment Mgmt
- Compensation Benefits
- Performance Reports
- Timecards
- Payroll
- IT
- Intellectual Property Licensing
- RF HR, Org Development: rfhr@odu.edu
- RF Finance & Administration: rfreimbursements@odu.edu, RFfinance@odu.edu, RFpurchasing@odu.edu
- RF Research Compliance: rfhelpteam@odu.edu
- RF IT: rfhelpdesk@odu.edu
- RF Research Data & Business Intelligence: rfhelpteam@odu.edu

**Current SPA Team**
- Legacy ODU Support
  - Joint: preaward@odu.edu
  - College of Health Sciences: preaward@odu.edu
  - School of Nursing: preaward@odu.edu

**EVHSC SPA Team**
- Legacy EVMS Support
  - Medical Group (EVMS): rfhscpreaward@odu.edu, rfhscawards@odu.edu

**Sponsored Programs Administration Services**
- Proposal Development & Submission
- Proposal Compliance Review
- Award Negotiation & Acceptance
- Award Setup
- Funded Subaward, Subcontracts, & Agreements
- Award Management, Modifications
- Award Closeout
- Research Compliance
- Financial Reporting
- Travel Authorizations
- Training
Grant Novation Status (Yolanda, Richard B.)

❖ General Steps:
- EVMS relinquishes award back to sponsor agency
- ODU moves to accept new award, supported by current ODU Pre-Award team
- Goal is to have all EVMS awards setup and ready at ODU on July 1

❖ Success-In-Interest (SII) Process Status:
- Continuous and open communication with NIH through the process.
- Other federal agencies i.e. NASA, HRSA, DOD and USAID will be starting soon.
- Private awards will be the final batch of awards to address.
- Notices to Subrecipients, Subcontractors and Vendors will be issued by EVMS
Process Overview:
➢ The Pre-Award team support faculty with proposal preparation and submission. Please note that all applications for sponsored programs must be submitted through the Research Foundation team. If you are interested in submitting a proposal, please alert the Pre-Award team at preaward@odu.edu or rfhscreaward@odu.edu. Note: EVHSC supported units will have a separate intake email created.

ePTF Form
➢ The electronic Proposal Transmittal Form (ePTF) is a legal document that authorizes a commitment of University resources and authorizes the Research Foundation to process funding applications and awards.
➢ Any investigator applying for funding is required to complete an e-PTF.
➢ The assigned Pre-Award administrator will complete page 1 of the form and submit the form to the investigator electronically.
➢ From the investigator’s ODU MIDAS account, the investigator accesses, reviews, completes, and routes the e-PTF for collection of electronic signatures.

Budget Development
➢ The Pre-Award team assist investigators with crafting budgets aligned with federal, sponsor, University, and Foundation guidelines.

F&A Rates
➢ Awards transitioned from EVMS to ODU will maintain current rate. New proposals submitted through ODU will utilize the current ODU F&A rate.

Limited Submissions
➢ Harmonization and coordination in progress.
Research Portal
- ODU maintains an online portal that allows authorized users real time access to sponsored project financial reports and information. Protected through ODU MIDAS.

Hiring on Sponsored Grants & Contracts post Day 1
- As a separate entity, the Research Foundation maintains an ability to directly employ individuals performing work on sponsored programs.
- Employee level is diverse, ranging from hourly casual employees to research scientists.
Travel

➢ The Foundation directly advances and reimburses to individuals for travel on sponsored programs.

Purchasing

➢ Supplies, services, and materials on sponsored programs can be purchased directly by the ODU Research Foundation.

➢ Reimbursement for investigator purchases on sponsored programs are reimbursed by the ODU Research Foundation.
Subawards, Subcontracts & Agreements
(Yolanda Demory, Richard Brammer)

• Process Overview
  ➢ ODU Research Foundation issues subawards and subcontracts to entities involved in sponsored programs

• MTAs, NDAs, CRADAs, Teaming Agreements (unfunded agreements)
  ➢ ODU Office and ODU Research Foundation coordinate closely to support execution of unfunded agreements
  ➢ If related to an active award, ODU Research Foundation would be the responsible entity. If not related to an active award, ODU Office of Research is responsible entity.
With limited exception, ODU Research Foundation performs all procurement activities on sponsored programs.

**NOTE:** Online, *separate* purchase requisition system from ODU.

- Expedited turnaround time with no mandate to follow state procurement system.
Research Compliance Structure Post Day 1
(David Mu, Greg Cutter, David Flanagan)

❖ **Institutional Animal Care and Use Committee (IACUC) for Animal-Based Research:**
  ➢ Pre to Post Day One: **No Change. Separate IACUCs**

❖ **Institutional Review Board (IRB) for Human Subjects Research:**
  ➢ Pre to Post Day One: **No Change. Separate IRB Offices.**

❖ **ODU: 1 IRB Board (Platform: IRBNet)**
  ➢ EVMS: 2 IRB Boards (Platform: IRBManager)
  ➢ The ODU IRB will review social/behavioral studies whereas the EVMS IRB will review biomedical/clinical research studies.

❖ **Institutional Biosafety Committee (IBC):**
  ➢ Pre to Post Day One: **No Change. Separate IBCs.**
    ODU platform: IRBNet
    EVMS platform: SciShield

❖ **Conflict of Interest (COI): Within ODU Research Portal (https://hera.odurf.odu.edu/RFPPortal)**
  ➢ ODU is implementing a new COI disclosure webtool and a new COI policy.
  ➢ **EVMS will be using the ODU COI disclosure webtool and following the ODU COI policy.**

❖ **Research Security and Export Control:**
  ➢ **EVMS will be following ODU policies.**
    ▪ Upon submission of a proposal, the PI(s) complete the export control checklist which will be reviewed.
    ▪ PI’s attention to research security and export controls start during proposal preparation.
    ▪ If something is found to be controlled, a technology control plan is put in place to protect the controlled item.
    ▪ Training required prior to international travels.
IDC Overview

Where to find researcher resources
  ➢ Website update – coming soon!

Who to contact
  ➢ General integration questions:
    ■ integration@evms.edu and integration@odu.edu
  ➢ Sponsored Programs questions:
    ■ Yolanda Demory EVMS Director of Sponsored Programs: demoryyf@evms.edu
    ■ Richard Brammer ODURF Director of Sponsored Programs: rbrammer@odu.edu