

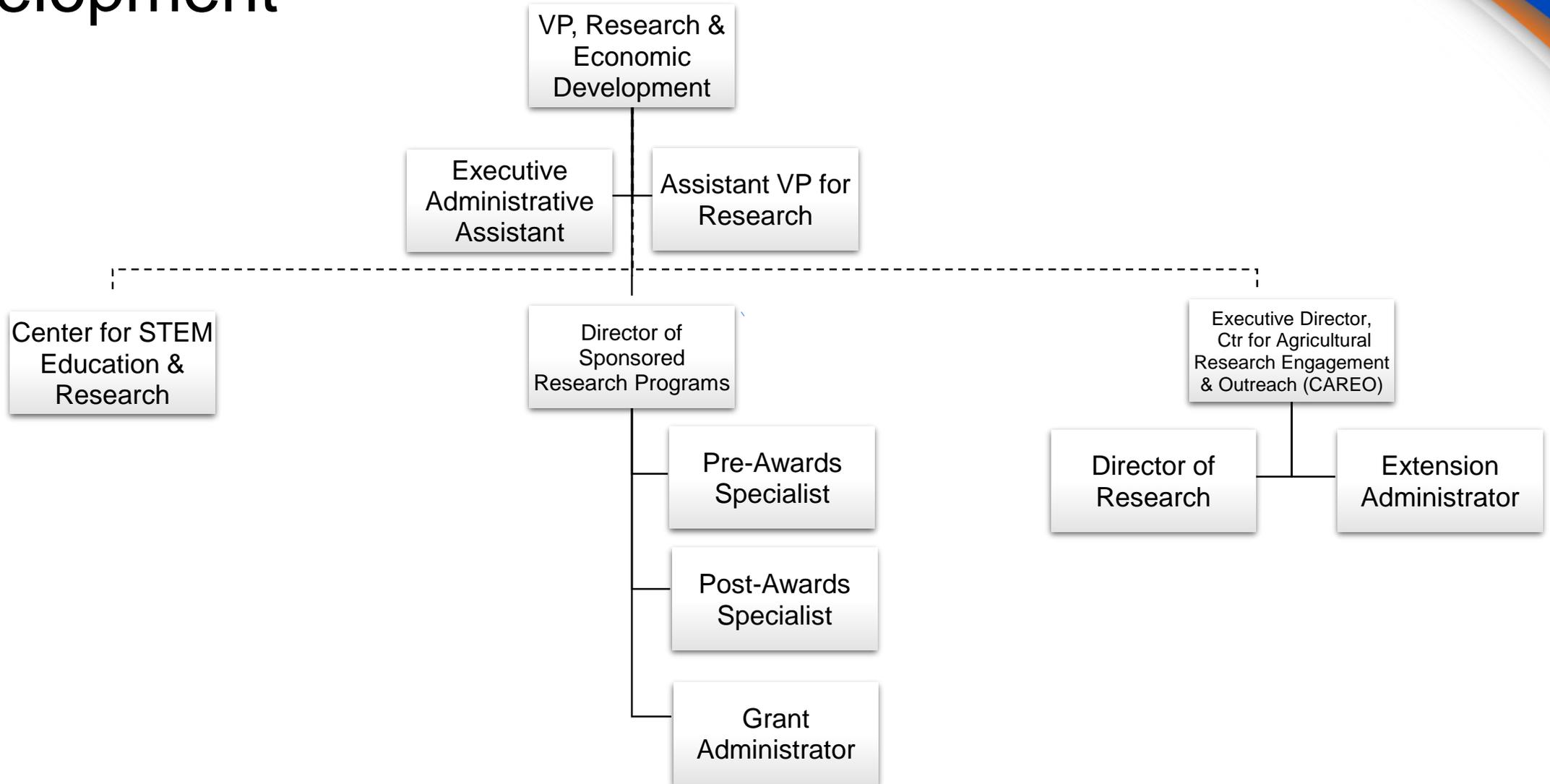


2020 Opening Conference Office Of Sponsored Research and Programs

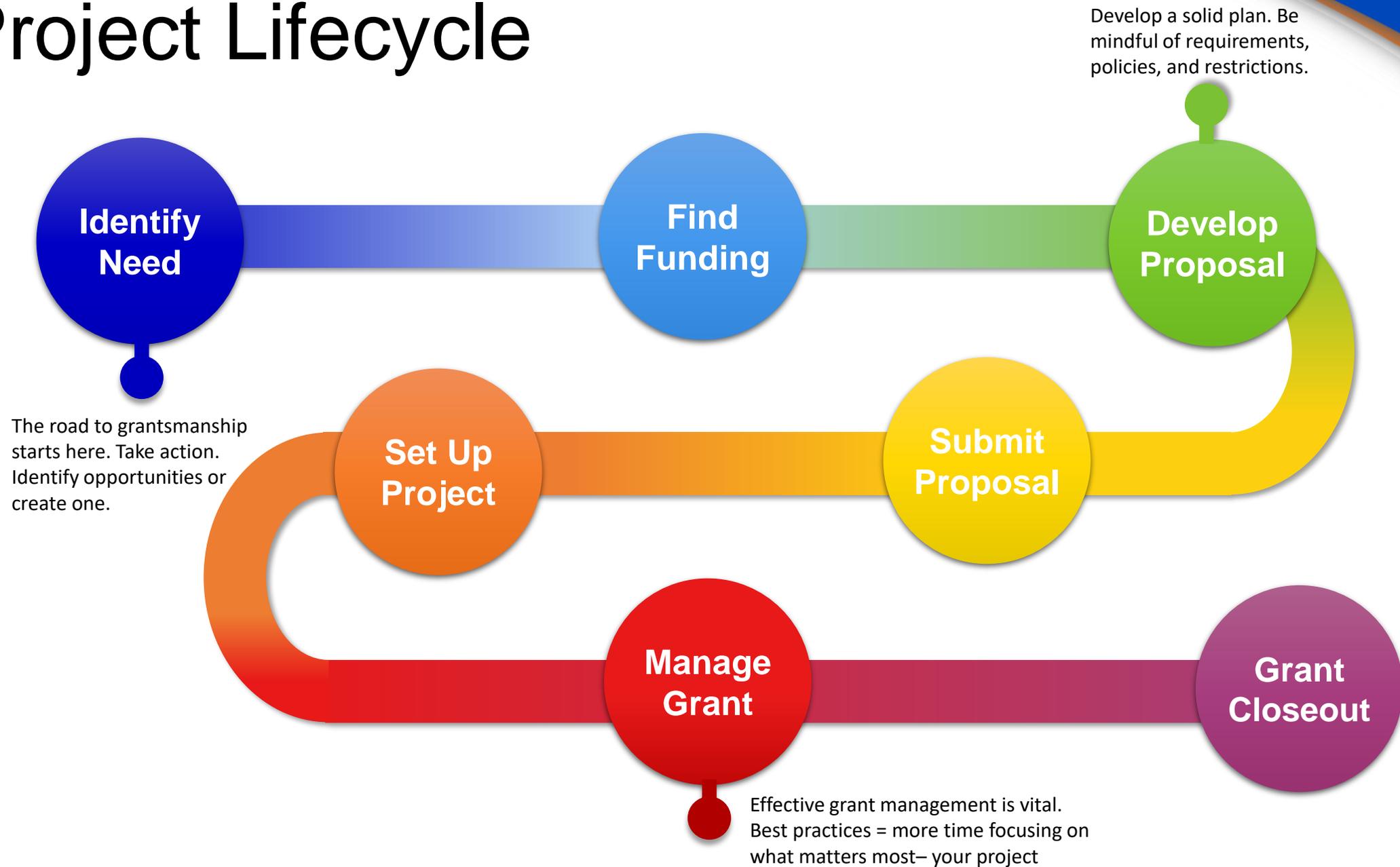
Research Proposal Development 101

G. Dale Wesson and Charlene Wyche
Division of Research and Economic Development

Division of Research and Economic Development



Project Lifecycle



Responsibility Matrix

	Academic Affairs				Research and Economic Development				Finance	
	PI	Dept	Dean	Provost	Pre	Post	AOR	VPRED	OGC	VPF
Identification of opportunities										
Search for opportunities	R				S					
Provide guidance on funding opportunities					S					
Proposal preparation										
Write technical narrative	R									
Provide editing of technical narrative	R				S					
Identify subcontractors and request budget and statement of work	R				S					
Develop budget and budget justification	R				S					
Identify need for cost sharing funds	R									
Provide approval of cost-sharing requests		R	R	R						R
Approve requests for F&A waivers or reductions					S			R		
Coordinate space arrangements			R	R						
Provide guidance on proposal preparation					R					

Major Topics of Discussion

- ✓ Procurement - Requisitions
- ✓ Procurement - Contracts
- ✓ Travel
- ✓ Hiring
- ✓ Stipends
- ✓ Release Time and Supplemental Pay
- ✓ IDC

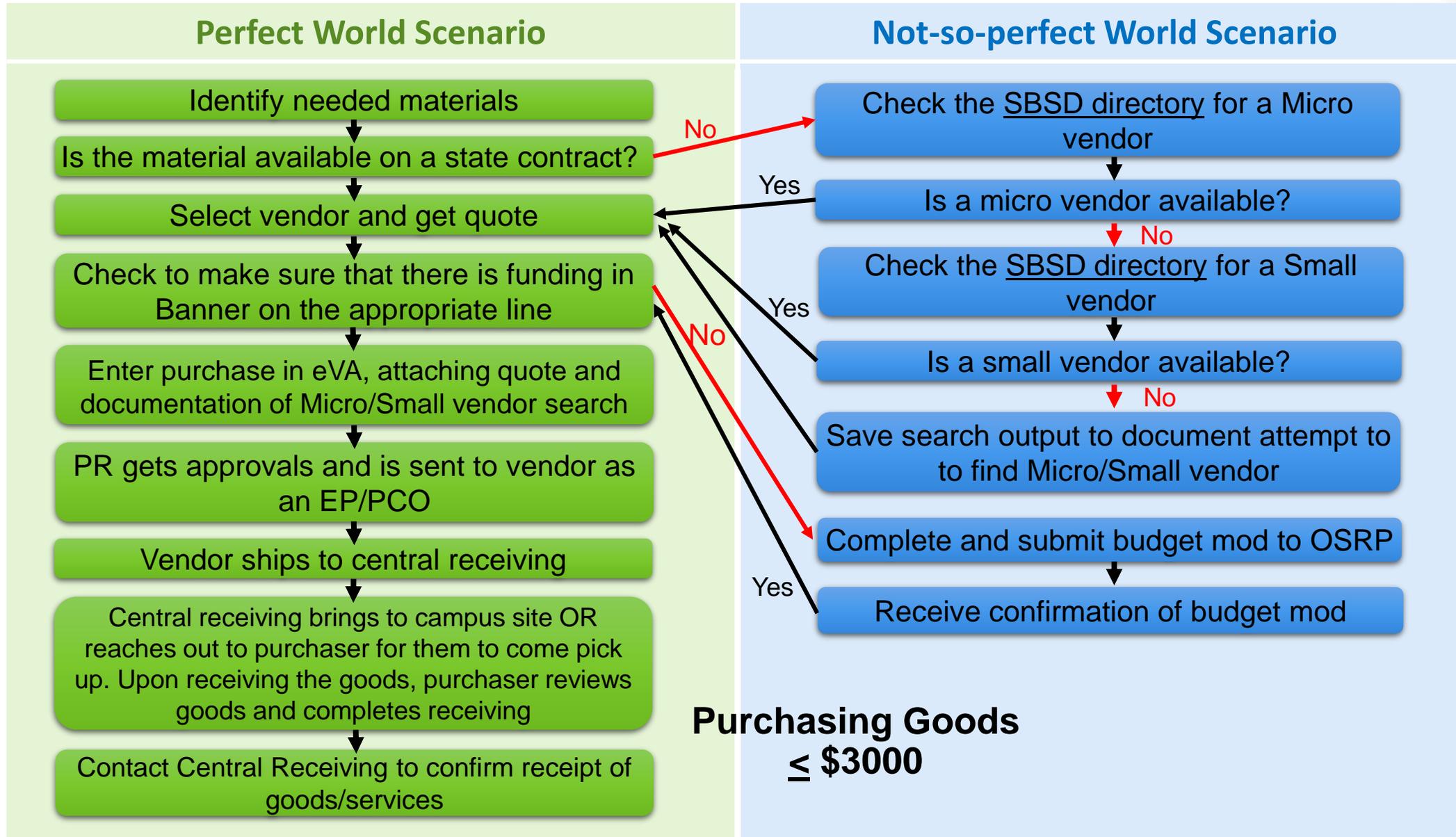
Procurement SWaM

- The **S**mall, **W**omen-owned, and **M**inority-owned Business (SWaM)

VSU Link:

<http://www.vsu.edu/procurement/minority-business.php>

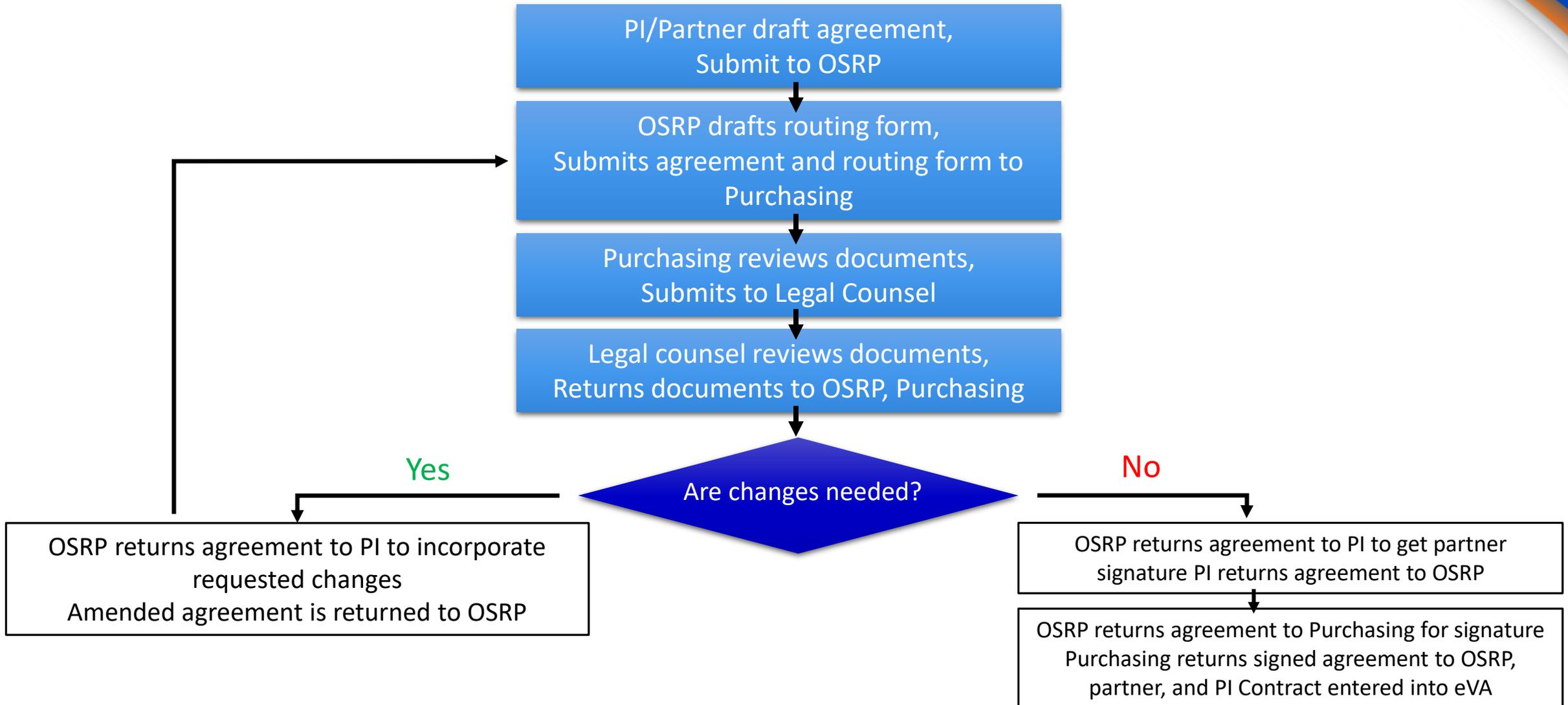
Purchasing Flow Chart



Procurement – Contracts

- MOU's (Memorandum of Understanding)
- NDA (Non Disclosure Agreements)
- SMALL CONTRACTS

Procurement - Contract flow (OSRP)



Speakers

- Honoraria – specific function
- Small contract process for speakers
- PO Speaker's fee AND travel

<http://www.vsu.edu/files/docs/academics/research/honorarium-form.xlsx>



Small Contract Form

(Grant Related Only)

- Small Contract Form
 - Under \$5,000
 - W9 must accompany the form and both included in the eVA submission before services are rendered

Small Contract Form

**VSU OFFICE OF SPONSORED RESEARCH AND PROGRAMS
SMALL CONTRACT INFORMATION REQUEST**

Contractor name:

Date(s) of function/services:

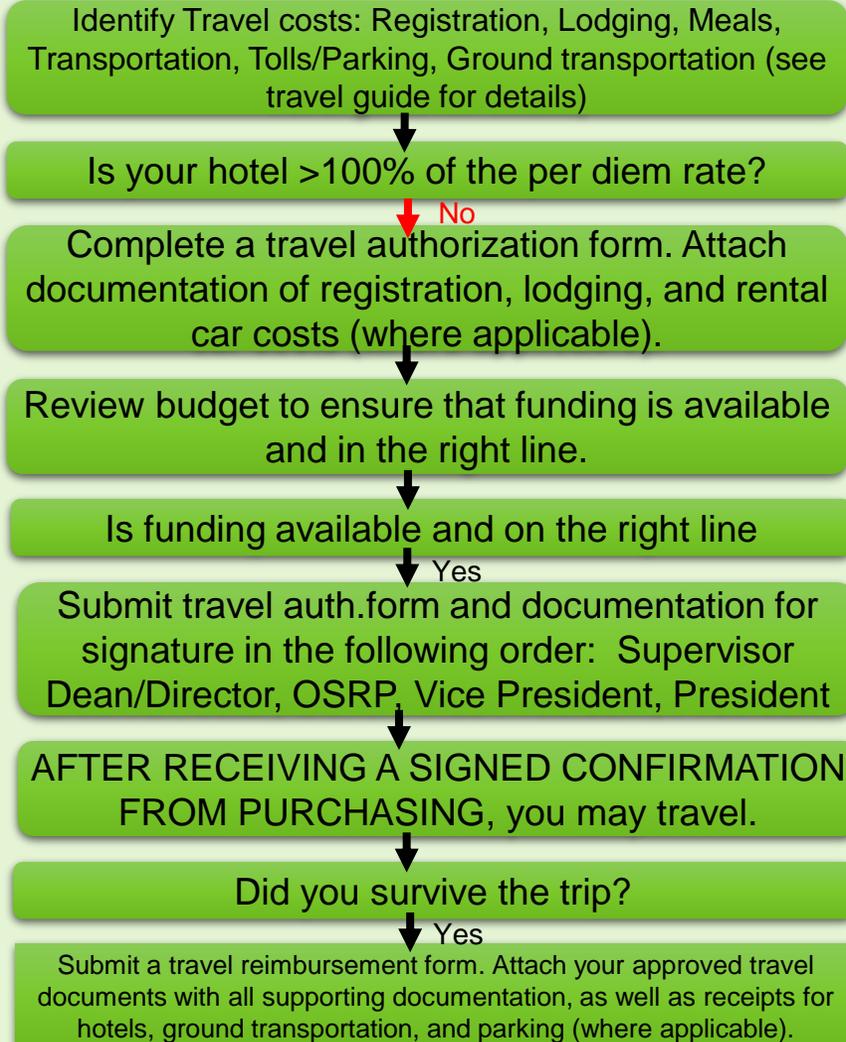
Fee for function/services:

Locations of function/services:

Description of services. If this is a speaker/lecturer, this should be (at a minimum) the topic/title of the presentation/lecture:

Faculty Travel Flowchart

Perfect World Scenario



Not-so-perfect World Scenario



Travel

Link to RTA form on VSU Research:

<http://www.vsu.edu/research/post-award-administration/travel.php>



Travel Reimbursement (TRV)

- Complete [TRV](#)
 - Submit thirty (30) days after trip
 - Calculation for per diem for meals

Travel Card

- Not to be used for purchasing goods or services for your agency or department
- Not for personal use
- State travel related expenses ONLY!
<http://www.vsu.edu/research/post-award-administration/travel.php>



Hiring Process

- Prior approval – 30 days prior to advertising
- Must use the Commonwealth of Virginia's Recruit Management System (RMS)
- Expect new hire minimum of 50 days after selection
- All grant related A21s must be approval by OSRP
<http://www.vsu.edu/files/docs/hr-forms/v2-of-revised-a21form-fillable.pdf>

Stipend

- Require approval by OSRP
- Documents to include with the stipend
 - Form W-9
 - Copy of the grant award sheet
 - Justification (work description)
- Employees are not eligible
- Link to Stipend form:

<http://www.vsu.edu/files/docs/academics/research/blank-stipend-form.xlsx>

Release Time

- MAXIMUM compensation = 12 months salary.
- Released time is for activities during the academic year (time off from regularly scheduled activities to enable participation in research activity)
- Refer to salary calculations
- Please refer to the Released Time Procedure:
<http://www.vsu.edu/research/post-award-administration/released-time.php>

IDC



Release	Base	Release	Salary	Fringe	Total
PI 1	\$ 80,000.00	0.25	\$ 20,000.00	\$ 7,400.00	\$ 27,400.00
Summer	Base	Months	Salary	Fringe	
PI 1	\$ 80,000.00	2	\$ 17,777.78	\$ 1,333.33	\$ 19,111.11
Equipment					\$ 15,000.00
Travel					\$ 4,500.00
Materials					\$ 9,500.00
Consultant					\$ 42,000.00
Printing					\$ 1,500.00
TDC					\$ 119,011.11
MTDC					\$ 104,011.11
IDC					\$ 45,764.89
					\$ 164,776.00

Points of Contact

- Pre-award (University-wide) – Dan Stoelting
Email: dstoelting@vsu.edu
Ext: 6987
- Post-award (College of Agriculture) –Mary Gromovsky
Email: mgramovsky@vsu.edu
Ext: 5873
- Post-award (All other units) –Sharon Evans
Email: sevans@vsu.edu
Ext: 5560

Useful Links

- Our site: www.vsu.edu/research
- Travel site: <http://www.vsu.edu/research/post-award-administration/travel.php>
- Calculating salaries: <http://www.vsu.edu/research/proposal-development-and-submission/calculating-salaries-and-fringe.php>
- Blank stipend form: <http://www.vsu.edu/files/docs/academics/research/blank-stipend-form.xlsx>
- Blank small contract form: <https://www.dropbox.com/s/zcx8cw3yjb005bv/smallcontractinfosheet.docx?dl=0>
- Sample account access form: <https://www.dropbox.com/s/3iy5cuby4gnu0q7/sample%20Account%20Request%20Form%20for%20PIs.pdf?dl=0>

Questions?



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www.vsu.edu/research

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	PI	Dept	Dean	Provost	Pre	Post	AOR	VPRED	OGC	VPF
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Provide approval of cost-sharing requests		R	R	R						R
Approve requests for F&A waivers or reductions					S			R		
Coordinate space arrangements			R	R						
Provide guidance on proposal preparation					R					
Regulatory requirements										
Complete compliance forms: Institutional Review Board, Animal Care and Use, Institutional Biosafety Committee	R					S				
Complete conflict of interest disclosure form	R				S					
Review conflict of interest disclosure form and facilitate institutional oversight					R					
Proposal review and approval										
Confirm that proposal meets sponsor requirements (text, margins, font, file format, etc)					R					
Review entire proposal before sending proposal to OSRP	R									
Verify that mandatory cost sharing is captured					R					

	Academic Affairs				Research and Economic Development				Finance	
	PI	Dept	Dean	Provost	Pre	Post	AOR	VPRED	OGC	VPF
Review proposed cost sharing for appropriateness					R					
Provide institutional review and final approval of proposal					R					
Send proposal to sponsors after institutional approval					R					
Advance account										
Request advance account								R		
Consider appropriateness of advance account request and approve request										R
Establish advance account									R	
Monitor advance account									R	
Grant acceptance										
Accept sponsor notification of grant or award							R			
Review terms and conditions						S	R			
Negotiate terms and conditions with sponsor							R			
Approve award terms and conditions							R			
Confirm that regulatory compliance requirements have been met							R			
Modify proposed budget						R				
Prepare award documents						R				
Ensure that cost sharing is documented (if applicable)						R				
Establish account number									R	
Notify PI of account number									R	
Transact against award										
Initiate hiring and appointment process	R					S				
Purchases of materials and services using SPCC and electronic procurement systems.	R					S				

	Academic Affairs				Research and Economic Development				Finance	
	PI	Dept	Dean	Provost	Pre	Post	AOR	VPRED	OGC	VPF
Identify program income						R				
Notify OSRP of program income	R									
Invoice/collect program income						R				
Receive and deposit program income						R				
Identify use and reportability of program income						R				
Monitor program income levels						R				
Prepare and submit invoice/final report									R	
Sponsor invoicing										
Prepare financial reports									R	
Submit financial report to sponsor									R	
Receive and deposit payments from sponsors									R	
Produce and record a letter of credit draw request									R	
Monitor and pursue the collections of overdue payments from sponsors									R	
Closeout										
Submit no cost extension request to OSRP	R									
Submit no cost extension request to sponsor						S	R			
Identify early close-out situations						R				
Ensure all appropriate expenditures have been posted to accounts	R					S			S	
Provide final financial invoice and/or report									R	
Approve final financial invoice and/or report									R	
Resolve issues related to unreconciled accounts	S					S			R	
Ensure that all financial reports have been submitted to sponsor						S			R	
Ensure that all technical reports have been submitted to sponsor	R					S				

	Academic Affairs				Research and Economic Development				Finance	
	PI	Dept	Dean	Provost	Pre	Post	AOR	VPRED	OGC	VPF
Ensure that all patent reports have been submitted to sponsor	R					S				
Inactivate award account(s) in financial accounting system									R	
Maintain official project documentation for sponsored projects						R				