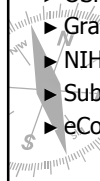


An OSP Administrator's guide to general research procedures at UW



Outline:

- ▶ General statistics
- ▶ OSP key responsibilities
- ▶ OSP staff – team A
- ▶ OSP expectations/guidelines
- ▶ OSP proposal process
- ▶ Grants.gov vs. NIH/Grants.gov
- ▶ NIH/Grants.gov application tips
- ▶ Subcontracts
- ▶ eCommons



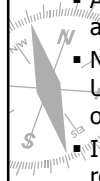
Outline (cont):

- ▶ eSNAP tips
- ▶ Proposals without sponsor guidelines
- ▶ F&A Costs
- ▶ Administrative costs
- ▶ Resources
- ▶ Q&A



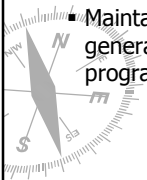
OSP key responsibilities:

- Review and approve on behalf of the University all grant and contract proposals to outside funding agencies
- Negotiate grant and contract awards for the University with funding agencies
- Authorize establishment of accounts for accepted awards
- Negotiate and prepare subcontracts from University awards to other institutions and organizations
- Interpret and implement University policies related to grants and contracts



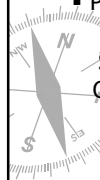
OSP key responsibilities (cont):

- Review, interpret, and disseminate policies of outside private and governmental funding agencies
- Assist faculty members to identify funding sources and prepare proposals
- Maintain a grant and contract database and generate regular reports on sponsored programs



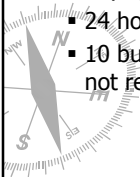
OSP Staff – Team A:

- Administrator: To Be Decided
 - Administrator: Wendy Robertson
 - Administrator: Arietta Becnel
 - Grant & Contract Coordinator: Diane Wentz
 - Program Coordinator: To Be Decided
- See handout for Administrator and Grant & Contract Coordinator roles and responsibilities

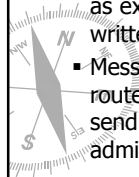


OSP expectations/guidelines:

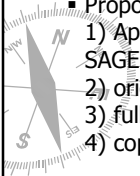
- 10 business days for proposal review
- Final versions of NIH/grants.gov proposals 3 days prior to due date
- Final version of other electronic submissions 2 days prior to due date
- 24 hours to respond to routine inquiries
- 10 business days to process awards that do not require any corrections or negotiation



- Please wait for pickup notification even if the GC1 has been approved in SAGE
- Provide documentation when requesting information or advice
- JIT IRB procedures are only permitted on new, competing or revised NIH proposals, or as explicitly written by the sponsor (must be written on website or in RFP)
- Messages sent to osp@u.washington.edu get routed to the PI's OSP administrator – just send the messages directly to the administrator

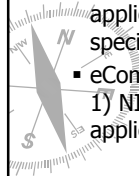


- IDC waivers are required unless the sponsor has a published, publicly disseminated policy (i.e. – it needs to be on the RFP or sponsor website)
- Always put full URLs in SAGE for RFPs and sponsor guidelines
- Proposal packets contain the following items:
 - 1) Application routing sheet printed from SAGE
 - 2) original proposal (part 1)
 - 3) full copy of proposal (part 2)
 - 4) copy of the budget info only (part 3)



Grants.gov vs. NIH/Grants.gov

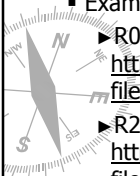
- All federal agencies will be required to begin using Grants.gov for proposals
- Read the RFP – it will tell you which submission process is being used
- Each RFP will contain pointer to download application – must use application in each specific RFP.
- eCommons validation steps only apply to:
 - 1) NIH applications OR 2) AHRQ or CDC applications using NIH funding mechanisms



- Unsolicited NIH applications will have their own RFPs for each funding mechanism as they are transitioned to Grants.gov. They will be updated periodically, so get a new version of the electronic application each time the PI wants to apply

Examples:

- ▶ R03 PA-06-180
<http://grants2.nih.gov/grants/guide/pa-files/PA-06-180.html>
- ▶ R21 PA-06-181
<http://grants2.nih.gov/grants/guide/pa-files/PA-06-181.html>



- Grants.gov applications do not require a PI login or ID – only OSP is required to have a login to submit proposals
- NIH/Grants.gov applications require the PI to have an eCommons account. If you have PIs without NIH eCommons accounts, please contact your dept administrator for the name of your departmental account administrator



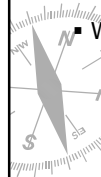
NIH/Grants.gov application tips

- Use DUNS number 605799469
- Applicant Information = UW/OSP information
- PI name must match the name and format of the PI eCommons account
- On the Research & Related Senior/Key Person Profile form – the Credential field is required and must be the PI's eCommons ID
- All attachments must be in PDF format and there can not be any spaces or special characters in the file names



Subcontracts (other institutions) in UW proposals:

- What should be in them?
 - ▶ budget & justification
 - ▶ scope of work
 - ▶ institutional signoff
- When are they required?
 - ▶ signed copy is required at proposal stage for paper and electronic submissions (competing and non-competing)

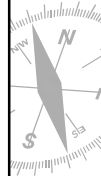


- What is included in a grants.gov/NIH subcontract?
 - ▶ R&R subaward budget from each subcontractor
 - ▶ subcontractor scope of work, biosketches, etc are all incorporated into regular grants.gov file
 - ▶ paper copy of institutional signoff required by OSP
- Why do other institutions have costs that are not permitted in UW budgets?
 - ▶ each institution is responsible for their own compliance with federal guidelines – depending on the institutional interpretation of A-21 and the negotiated F&A rate some institutions are eligible to submit for costs UW has determined are not appropriate for UW to request



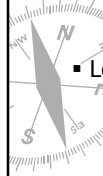
When UW is the subcontractor:

- What should be in the proposal? At minimum:
 - ▶ budget & justification
 - ▶ scope of work
- What about grants.gov/NIH proposals?
 - ▶ At this time, prepare the following materials:
 - R&R subaward budget
 - scope of work
 - GC1
 - provide information of where to e-mail R&R subaward budget
 - ▶ OSP will prepare and sign a standard cover letter and e-mail the R&R subaward budget and cover letter



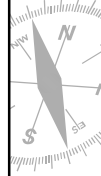
eCommons – what to use it for


- Application Status
- Summary statements
- Non-competing renewals – eSNAP
- JIT information
 - ▶ let OSP know (specifically Diane Wentz) that JIT information was submitted via eCommons – there is no system acknowledgement
- Look up NGAs for funded applications




eSNAP tips:

- **Electronic progress reports will eventually be required - eCommons will list whether or not this is an option on currently funded awards**
- **A few tips for preparation:**
 - ▶ **PI must delegate to each support staff person on each award access to prepare eSNAPs**
 - ▶ **eSNAPs need to be routed to appropriate reviewer, not to Carol Zuiches. This is typically the Grant & Contract Coordinator (Diane Wentz)**





- ▶ Using the “submit” button releases the application to OSP not to NIH
- ▶ Signed, original subcontract paperwork is still required even though the paperwork is not sent to NIH – please route the paperwork to the reviewer (typically Diane Wentz)
- ▶ It’s helpful when preparing eSNAPs to send a note to OSP with the GC1 number to let us know that an eSNAP is being prepared




Proposals without sponsor guidelines

- Minimum required paperwork for OSP to review a proposal:
 - ▶ budget
 - ▶ budget justification
 - ▶ scope of work
 - ▶ GC1
- OSP will provide a cover letter with institutional approval of the proposal for the sponsor

Facilities and Administrative Costs:

F&A costs are broken into cost pools as specified in OMB Circular A-21:

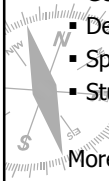
Facilities (variable rate – currently 29.5%):



- Buildings and Improvements
- Interest
- Equipment
- Operations and Maintenance

Facilities and Administrative Costs (cont):

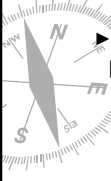
Administration (rate capped at 26% under A-21):



- General Admission
- Departmental Administration
- Sponsored Projects Administration
- Student Services Administration

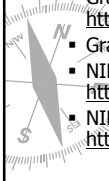
More information is available in GIM 22: Primer on Facilities and Administrative Costs

When can I request administrative costs?



- GIM 23 – Costing policy for sponsored projects
 - ▶ Administrative and Clerical salaries:
 - Always requires an unlike circumstance to be requested
 - ▶ Other costs (i.e. office supplies, toner, phone service)
 - if off campus, some other costs are permitted – See GIM 23 – attachment 1 section VI.B for complete list
 - if on campus, an unlike circumstance must to demonstrated

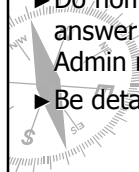
Resources:



- OSP: <http://www.washington.edu/research/osp/index.php>
- UW Grants Information Memoranda: <http://www.washington.edu/research/osp/qim/>
- OSP Institutional numbers: <http://www.washington.edu/research/osp/facts.html>
- Grants.gov at UW: <http://www.washington.edu/research/osp/gg.php>
- Grants.gov: <http://www.grants.gov/>
- NIH electronic submission guide: <http://era.nih.gov/ElectronicReceipt/index.htm>
- NIH eCommons: <https://commons.era.nih.gov/commons/>

Communication

- ▶ Know which person in Team A to contact
- ▶ Email is preferred
- ▶ OSP policy is maximum 24 hour response
- ▶ Do homework – see if you can find the answer on the web or using Department Admin resources
- ▶ Be detailed – background and explanation



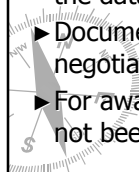
Common Problems

- ▶ Receiving proposals with short turnaround time
- ▶ Unrealistic expectations
- ▶ GC-1 information does not match proposal
- ▶ Proposal budget is incorrect – do not rely solely on spreadsheet information
- ▶ Fringe rates are incorrect
- ▶ Compliance numbers are missing or incorrect



Common Problems cont.

- ▶ Cost sharing information is missing or incorrect
- ▶ Components of proposal are missing, e.g. the data sharing plan
- ▶ Documentation for indirect less than negotiated is not included in packet
- ▶ For awards, human subjects application has not been approved



Common Problems cont.

- ▶ Correctly answering compliance questions – watch out for Export Control



Coming Soon

- ▶ Uploading grants.gov file with proposal
- ▶ New Program Coordinator and Team Administrator
- ▶ February 1st deadline for R01s – all grants.gov

