
THE STATE UNIVERSITY OF NEW JERSEY

RUTGERS

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Early Stage Planning

(6 months or more)

- Write down your goals, aims, thoughts and plans.
- Get preliminary data: have something to show in your proposal
 - Get papers, read papers
 - Consult other faculty
 - Seek out faculty who've served on review panels
 - Obtain critiques of proposed project
- Seek out other successful proposals, examine them and use for guidance
- Establish if project has been done/funded elsewhere

Proposal Application

What constitutes an application?

- Any document (electronic or hard copy) requesting funds or payment for a project or services from a 3rd party
 - A formal application kit
 - A proposal narrative with a budget
 - A letter of request

What is a preproposal?

- An application that is for agency pre-review purposes
- Does not require institutional authorization
- Allows for budget and narrative revisions before final submission

Proposal Preparation

- Contact Grant Specialist at ORSP
 - <http://orsp.rutgers.edu/alphabetical.php>
 - Read, re-read and read again
 - Sponsor instructions and guidelines
 - RFA/PA
 - Forms
 - Review submission rules
 - Electronic
 - Hard copy

Resources

- ORSP Web Site
 - Proposal Preparation Data & Forms
 - Sponsor Link
 - Policies of Rutgers and sponsors
- Contacts
 - Grant/Contract Specialists
- Deadline reminder
 - 1 week's notice
 - Policy Memorandum dated Sept. 3, 2002
 - <http://orsp.rutgers.edu/downloads/Documents/orspendpolicy0209.pdf>

Electronic Grant Submission and Management Systems

Federal Agencies mandated to have Electronic grants management System.

3 Key Players

- **NIH ERA Commons**: submit progress reports, updated info and postaward management
- **NSF FastLane**: pre and post award management
- **Grants.gov**: submission portal ONLY, for multiple federal agencies
- More systems coming online almost daily

What does Electronic Submission mean for me?

- More time required for proposal preparation
 - Learning curve associated with each system
 - Need time buffer to address post submission errors/bugs
 - Familiar forms, sponsor guidelines have changed
- More time required at ORSP for Submission
 - Sponsor system functioning varies
 - Actual submission process is more time consuming than paper processing
 - Need buffer time to resubmit corrected proposals

What Can We Do?

- Plan Ahead:
 - Obtain and read PA/RFA
 - Learn about timelines
 - Make sure you have adequate computer resources
- Obtain Training
 - Online tutorials /demos offered by sponsors
 - ORSP Workshops

Electronic Grant Systems

<u>Name of System</u>	<u>Agency</u>	<u>PI Registration</u>
• FastLane	NSF	Yes - ORSP
• eRA Commons	NIH	Yes - ORSP
• Grants.gov	Various Federal	No
• E-Grants	US Dept of Ed	Yes - Web
• E-Center	US Dept of Energy	Yes - Web
• CDMRP eReceipt	US DOD	Yes - Web
• NSPIRES	NASA	Yes - Web
• STGMS	Space Telescope	Yes - ORSP
• RAMS Proposal Central	Various Fdns.	Yes - Web
• SAGE	SNJ-Comm Affairs	Yes - ORSP

Budget Development

- Two Budget Templates (Excel spreadsheets)

- Cost Sharing

- DGCA Workshops

- http://postaward.rutgers.edu/new_shop.htm

- Non-Cost Sharing

- Download template from ORSP website

- <http://orsp.rutgers.edu/CostShare/default.php> (updated on 10/7/2005)

- Read Instructions

- Only enter data in “blue” areas

- Template provides a framework for budget development

Budget Development

(cont'd)

- It does the math !
 - Creates a summary budget for up to five years of funding
 - **Red triangles** are hints and tips
 - Calculates fringe benefits
 - Incorporates escalation for future years
 - Computes MTDC, including future year charges
 - Calculates F&A

Facilities & Administrative Costs

(F&A) (aka indirect costs)

- **What are F&A costs?**

F&A costs are those costs associated with the infrastructure that supports the research enterprise (buildings and their maintenance, libraries, etc.) and which cannot easily be determined for each project. The University requires that F&A costs be included in all proposal budgets and that F&A costs be recovered to the maximum extent possible. F&A rates are negotiated with the U.S. Department of Health and Human Services.

F&A (cont'd)

- Some government agencies and non-profit organizations do not pay the university's F&A cost rate; this should be stated clearly in their guidelines. The university may accept a lower F&A cost rate under the following conditions:
 - The sponsor is a federal, state or local government agency that, by agency policy or legislation, will not pay the university's F&A rate, and this policy is published in agency guidelines and is applied uniformly to all award recipients.
 - The sponsor is a private, not-for-profit organization that has an official written policy of paying an F&A cost rate lower than the university's rate, and the rate is applied uniformly to all award recipients.

Endorsement Policy

- **As of September, 2004, an ORSP Endorsement Form must be completed and submitted for all sponsored programs and/or applications for external funds.**
 - This includes applications to: federal agencies, corporate, private, foundation, not for profit, state, county or municipalities, other universities, and requests for any supplemental funding.
 - Fully executed and signed endorsement forms may be faxed or scanned and sent via email to ORSP. ORSP will complete the endorsement and return a copy to the P.I. or Departmental Administrator. The original endorsement form (including those faxed or emailed to ORSP and completed in ORSP) is retained in the master file at ORSP and transmitted to DGCA with awards.
 - Award documents cannot be transmitted to DGCA for account set-up until all proposal documents, award documentation, compliance approvals and a fully executed endorsement form are received by ORSP
- It is recommended that the initial endorsement form be saved electronically which will make for quick and easy corrections or updating in future years

Purpose of Endorsement

- Provides a written record of institutional endorsement of the project
- Principal Investigator, Department Chair and Dean's signatures
- Tracks compliance-related information
 - Conflict of Interest
 - Animal and Human Subjects in research
 - Export Controls
 - Cost sharing
- Pre-proposals are exempt from endorsement

RU Signature Authorities

- Contracts, Agreements, Letters and Award Documents are LEGAL documents

- Valid only when signed by proper RU Board of Governors Designee:

Mike Breton, Michael Pazzani or Diane Ambrose

NOT Deans, Chairs, Pls, etc.

- Invalid if not signed by RU BOG designee