Sponsored Programs Training at UME

June 5, 2014 – Western Maryland REC
June 6, 2014 – Wye REC

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Who is involved?

• Principal Investigator – Designs the project, responsible for technical success, accountable for compliance, ultimately responsible for overall technical financial management of the project.

• Departments and Colleges – Chairs/Directors, Deans, Coordinators, Departmental Research Administrators, Payroll/HR

• Division of Research – Office of the Vice President for Research, Office of Research Development, Office of Research Administration, Office of Technology Commercialization

• Research Compliance – IACUC, IRB, COI, DES

• Other Campus Offices – OCGA, Procurement, Legal, Business Services
What needs to be routed?

• All proposals that will result in funding with strings attached to campus (regardless of the $ amount)

• Gifts do not need to go through ORA, but must be actual gifts (charitable in nature, no strings attached)
Proposal Routing and ORA Review

Routing Form

Overview

Process for NDAs, MTAs, and other Non-Monetary Agreements
Proposal Preparation

• Solicitation & External Sponsor Guidelines
• Ask Questions
• Define Responsibilities
• Establish the timeline
Parts of a Proposal

- SOW
- Budget
- Budget Justification
- Supplementary Documentation (CVs, Current & Pending, Subaward documentation if applicable)
What does ORA do?

* Reviews the proposal for the following:
  * Adherence to the solicitation
  * Budget analysis
  * Application of appropriate University policies
  * Terms and conditions to be associated with the award
Budget Preparation

How to determine what makes a cost allowable?

An allowable cost must be:

- Reasonable: A prudent business person would have purchased this item and paid this price
- Allocable: It can be assigned to the activity on some reasonable basis
- Consistently Treated: Like costs must be treated the same in like circumstances, as either direct or F&A costs

If a cost cannot meet the above criteria, it is unallowable.
Budget Preparation

Direct Costs

– Costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity; or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

– Typical Budget Categories: Salaries, Fringe Benefits, Equipment, Travel, Other Direct Costs (Materials & Supplies, Publications, Subcontracts, Computing Services, etc.)
Budget Preparation

• Special budgetary limitations included in the solicitation
• Proper application of F&A costs
• Budget Justification
• Subcontract vs. Procurements
• Cost Sharing/Implied Cost Sharing
  [http://agnr.umd.edu/administrative-services/procurement-grants-contracts/cost-share-worksheet](http://agnr.umd.edu/administrative-services/procurement-grants-contracts/cost-share-worksheet)
• Is a subcontracting plan required?
Facilities & Administrative (F&A) Costs

- Costs that are incurred for common or joint objectives, and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

- Examples of F&A Costs:
  - Salary of Department Administrator
  - Building utility and maintenance costs
  - President, Provost and CFOs offices
FACILITIES AND ADMINISTRATION (F&A) COST CALCULATION

MODIFIED TOTAL COSTS

- Depreciation of Building & Equip
- Operations & Maintenance
- Library
- General & Administrative
- Departmental Administration
- Sponsored Project Administration
- Student Services Administration
- Instruction
- Organized Research
- Other Sponsored Activities
- Other Institutional Activities

F&A COST POOLS After cross-allocations – these become the numerator in the rate calculations

DIRECT COST POOLS These become the denominator (base) in the rate calculations
F&A Rates

UM Negotiated Rates:

– Research (52%)
– Instruction (56%)
– Other Sponsored Activity/ Service (38.5%)
– IPA (10%)
– Off-Campus Activities (27.5% or 26%)

Does the Sponsor have a Policy regarding F&A?

UME Waiver

F&A Waiver Request Process
Award Process

Your proposal was funded – now what?
Award Process

• Review of Award Document
• Grant or Contract
  – Fixed Price vs. Cost-Reimbursement
• IP
• Publication Restrictions
• Legal issues vs. Business Issues
Establishing KFS Accounts

- E-Verify
- Multiple Accounts
- Cost-Sharing
- IP waivers
- RCR
Award Management

• Review the award terms and conditions
• Rebudgeting
• Foreign Travel
• No-cost Extensions
• Subawardee Monitoring
• Audits
Helpful Information

• ORA Roles and Responsibilities Matrix
  – http://www.ora.umd.edu/about/roles

• UM Policies
  – http://www.president.umd.edu/policies/

• ORA Quick Reference Guide