SPA Presentation: UGA Libraries

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Agenda

- Overview/Structure
- Sponsored Project Lifecycle
- Resources
- Questions

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Objectives

- Provide a groundwork of information to assist with navigating research administration at UGA.

- Provide resources that will help you find answers to day-to-day questions.

- Identify basic steps of the project lifecycle at UGA.

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Sponsored Projects Administration

- We are a unified, service oriented, research administration office dedicated to alleviating faculty burden by providing the necessary support to facilitate the President's and Provost's goal of increasing externally funded research on campus.

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Sponsored Projects Administration

- Pre-Award Office
  - Formerly known as Office for Sponsored Projects or OSP.
  - Operates under the direction of the Vice President for Research

- Post Award Accounting
  - Formerly known as Contracts and Grants or C&G.
  - Operates under the direction of the Vice President of Finance and Administration

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Sponsored Projects Administration

- SPA Pre-Award:
  - Provides an expert, non-scientific, technical review of proposals.
  - Provide Industry Contracting and international collaboration expertise
  - Review and approve all proposals and awards
  - Manage non-financial matters

Sponsored Projects Administration

- Caseloads are divided by Colleges/Departments using a team approach.

- Pre-Award Proposers review and submit 1000's of proposals to 100's of sponsors each year.

- Pre-award Contractors and Awarders negotiate awards and amendments to awards on grants, contracts, MOU's, MOA's, cooperative agreements, teaming agreements, non-funded agreements supporting research, etc.

- Your Sponsored Projects Team is there for you. If you have questions about sponsored project issues before or after submission, please reach out to your point of contact.

Sponsored Projects Administration Post-Award

- Manages all financial matters related to externally sponsored grants and contracts

- Sets up projects in PeopleSoft

- Reviews high risk transactions for awarded projects

- Prepares and submits fiscal reports to sponsors

- Manages receivables for sponsored project accounts

- Reviews audits for subrecipients

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Sponsored Projects Administration Post-Award

- Caseloads are assigned by agency
  - Each agency is assigned an award accountant and an invoicing/reporting accountant
  - Post award accountants to be a 'subject matter expert' with their assigned agencies
  - Helps with assisting PIs and departmental contacts with agency specific terms and conditions related to awarding, compliance and invoicing.

- Agency draws are divided between senior post award accounting staff by Letter of Credit (LOC)

- Fiscal operations are divided by tasks

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Sponsored Projects Administration Team

- Find your Sponsored Projects Research Administration Team:
  https://spa.uga.edu/find-spa-representative/

Find Your SPA Representative

Your Sponsored Projects Administration Team can assist you through the life-cycle of the project, from submitting proposals, processing awards and award set-up through invoicing, financial reporting and award closeout.

Use the form below to search by department name or number to locate your representative.

Department Name	[ ]	Contains ▾
Portal ID	[ ]	

Submit   Results shown below

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Project Lifecycle

Find Funding → Develop & Submit Proposal → Set Up Project → Manage Project → Close Out

Project Lifecycle
Find Funding

- SPA does not have staff dedicated to searching for funding opportunities for faculty. There are resources available to help faculty find internal and external funding sources. https://spa.uga.edu/find-funding/

- Pivot
  - A subscription database of more than 25,000 funding opportunities from numerous sponsors across all disciplines
    - UGA faculty, students, and staff can search the database
    - Create custom email funding alerts
    - UGA log-in required
  - https://pivot.cos.com/funding_main
- Research Announcements - https://research.uga.edu/research-announcements/

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Project Lifecycle
Find Funding

- Internal Grants

  - [Competitive internal grants](#)

- Industry Collaboration

  - [Office of Industry Collaboration](#)

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Project Lifecycle
Find Funding

- Identify the Right RFP
  - Am I eligible to submit a proposal?
  - Are there limitations on the types, number of researchers, institutions, or applications?
  - Is registration required?

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Project Lifecycle Find Funding

- PI Eligibility:
- Any employee who holds one of the following ranks and who has signed the University of Georgia Intellectual Property Agreement may serve as PI and submit proposals for external funding.
    - Tenured or Tenure-Track Faculty
    - Non-Tenure Track or Temporary Faculty
    - Senior Research Associate
    - Postdoctoral Research Scholars (with certification form signed by Department Head/Director)
    - https://spa.uga.edu/forms-policies/eligibility-submit-proposals/

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Project Lifecycle
Find Funding

- Limited Submission - RFP includes limits on the number of proposals, applications, or letters of intent that the university can submit
  - Office of Research pre-reviews internal applications to determine which may be submitted on behalf of UGA/UGARF
  - Office of Research will notify applicant of the outcome of the internal review process
  - Office of Research reserves the right to submit the proposal it believes best meets the requirements of the RFP
  - Office of Research may decline to submit any proposal
  - https://spa.uga.edu/limited-submissions/

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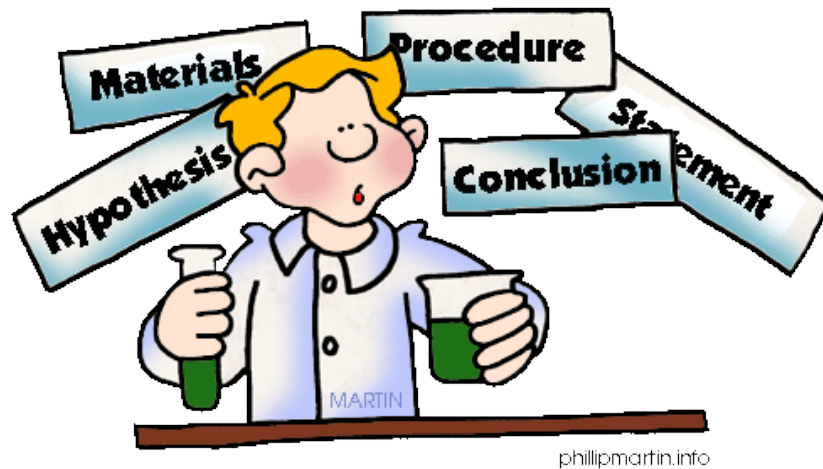
Project Lifecycle
Find Funding

- Some funding opportunities require the PI, Institution, or both be registered in certain systems prior to submission of an application.

  - UGA and UGARF maintain registrations in a majority of the systems used to submit proposals

  - Your SPA representative can help identify and obtain necessary registrations

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Project Lifecycle
Develop & Submit Proposal

- Proposal – a document written to apply for funds to be used for a specific project.
  - Identifies a problem or need
  - Offers a solution
  - Identifies cost

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Project Lifecycle
Develop & Submit Proposal

- Proposal Deadline

- Develop your Proposal

- Writing and Assembling Proposal

- Budget Development

- Submitting a Proposal

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Project Lifecycle
Develop & Submit Proposal

- Proposal Deadline

    - Sponsored Projects Administration will ensure the successful submission of all proposals that are received in complete form at least four business days prior to the due date assigned by the agency.

    - Reach out to SPA early!

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Project Lifecycle
Develop & Submit Proposal

- Develop your Proposal
  - UGA Grants Portal – all projects should be entered into the Grants Portal regardless of type
  - SPA can help you enter your projects in the Portal if needed
  - Training on Grants Portal is available each semester in Training and Development as well as upon request

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Project Lifecycle
Develop & Submit Proposal

- Writing and Assembling the Proposal
  - The Office for Proposal Enhancement (OPE) provides technical and skilled administrative support to faculty from across campus who are developing proposals for external funding.
    - Proposal Templates & Tools
    - Proposal Writing Resources
    - http://research.uga.edu/proposal-enhancement

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Project Lifecycle
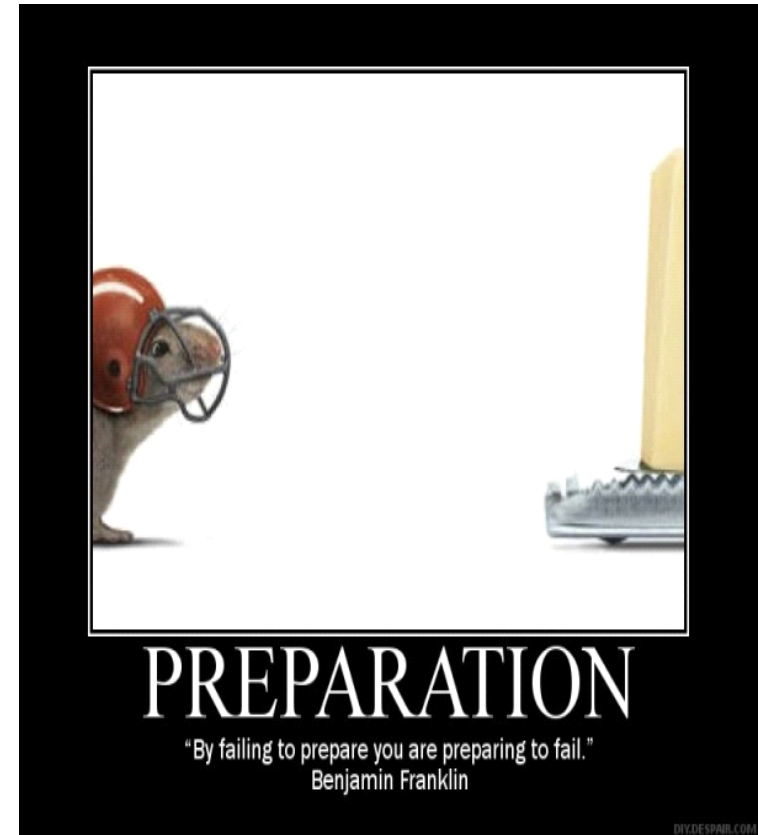# Develop & Submit Proposal

- Budget Development
  - This is a significant part of a grant application. We need to ask for enough funds to complete the objectives, without exceeding sponsor limitations or seeming unreasonable in the budget request.

- Basic Budget Development – a presentation to help faculty navigate budget development
- Contact SPA for assistance
  - budget worksheet
  - Budget justification templates

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Project LifeCycle Develop & Submit

- Review:
  - **Get Ready**
    - Review Request for Proposal (RFP)
    - Frequently Used Information
      - F&A rates
      - Fringe benefit rates
      - Identifiers (i.e. tax ID #, DUNS, Congressional District)
      - https://spa.uga.edu/frequently-used-information/
  - **Create entry in UGA Grants Portal –** Real time load balance assigns pre-award proposer
  - **Write Proposal** - https://research.uga.edu/proposal-enhancement/write-proposal/

PREPARATION

"By failing to prepare you are preparing to fail."
Benjamin Franklin

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Project Lifecycle
Develop & Submit Proposal

- I have prepared my proposal, what do I do now?
  - Notify SPA
    - SPA will intake and review your proposal. SPA will work with you to make any necessary changes to your proposal prior to submission.
    - Submit to SPA early

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Project Lifecycle
Develop & Submit Proposal

- SPA has reviewed my proposal, now what?

  - Your SPA contact will confirm with you that the final proposal (with any changes) meets your approval

    - Once the final version is approved, SPA will either:

      - Submit the proposal to the sponsor directly
      - Approve the proposal to be submitted via the PI/department

SPA confirms submission of all proposals!

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Project Lifecycle
Set Up Project

- Your SPA representative can help you set up your project, from award negotiation to account set up.
  - Just in Time
  - Pre/Pending Awards
  - Compliance, Integrity, Safety
  - Award set-up

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Project Lifecycle
Set Up Project

- Just in Time
    - Additional information requested by a sponsor prior to making an award.
    - Typically requires AOR signature/approval
    - SPA will help you review and submit this information
- Pre/Pending Award
    - Provides access to funds before an official award notice is received
    - Entered into at the risk of the department
    - SPA will help you with these requests

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Project Lifecycle
Set Up Project

- Compliance, Integrity and Safety
    - Human subjects, animals, hazardous materials, foreign locations, foreign nationals, conflicts of interest, or required training
    - [Office of Research Integrity and Safety (ORIS)](#)

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Project Lifecycle
Set Up Project

- Award Set-Up: You've received your official written notice of award, now what?
  - Share your award with your SPA representative as soon as possible
  - SPA will review/negotiate/administratively process award in UGA Grants Portal

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Project Lifecycle
Manage Project

- Your SPA contact can walk you through important aspects of project management:

  - Account Balance
  - Award Transfers from UGA
  - Financial Management
  - PI Change
  - Change in Scope of Work

  - No-cost extensions
  - PI leave of absence
  - Invoicing sponsors
  - Subrecipient Monitoring
  - Grants Portal

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Project Lifecycle
Close Out

- Your SPA contact can help you wrap up your final reports and close out your accounts:
  - Final Technical Report
  - Final Invention Statement and New Intellectual Property
  - Financial Reporting and Closeout
  - Unspent Funds, Fixed Price contracts, Residual Balances
  - Uncollectible Restricted Accounts
  - Grants Portal

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Questions?

Helpful Links

- Sponsored Projects Administration
  https://spa.uga.edu/

- Finance and Administration Policy Library
  http://policies.uga.edu/FA/

- UGA Grants Portal Log in
  https://ovpr-grants-prod.ovpr.uga.edu/grants/

- Office of Research
  https://research.uga.edu/

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Helpful Links

- Office for Proposal Enhancement: http://research.uga.edu/proposal-enhancement/

- Sponsored Projects Research Administration Team: https://spa.uga.edu/find-spa-representative/

- OneSource: https://onesource.uga.edu/

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