

# OFFICE OF SPONSORED PROJECTS ADMINISTRATION (OSPA)

## NEW FACULTY WORKSHOP

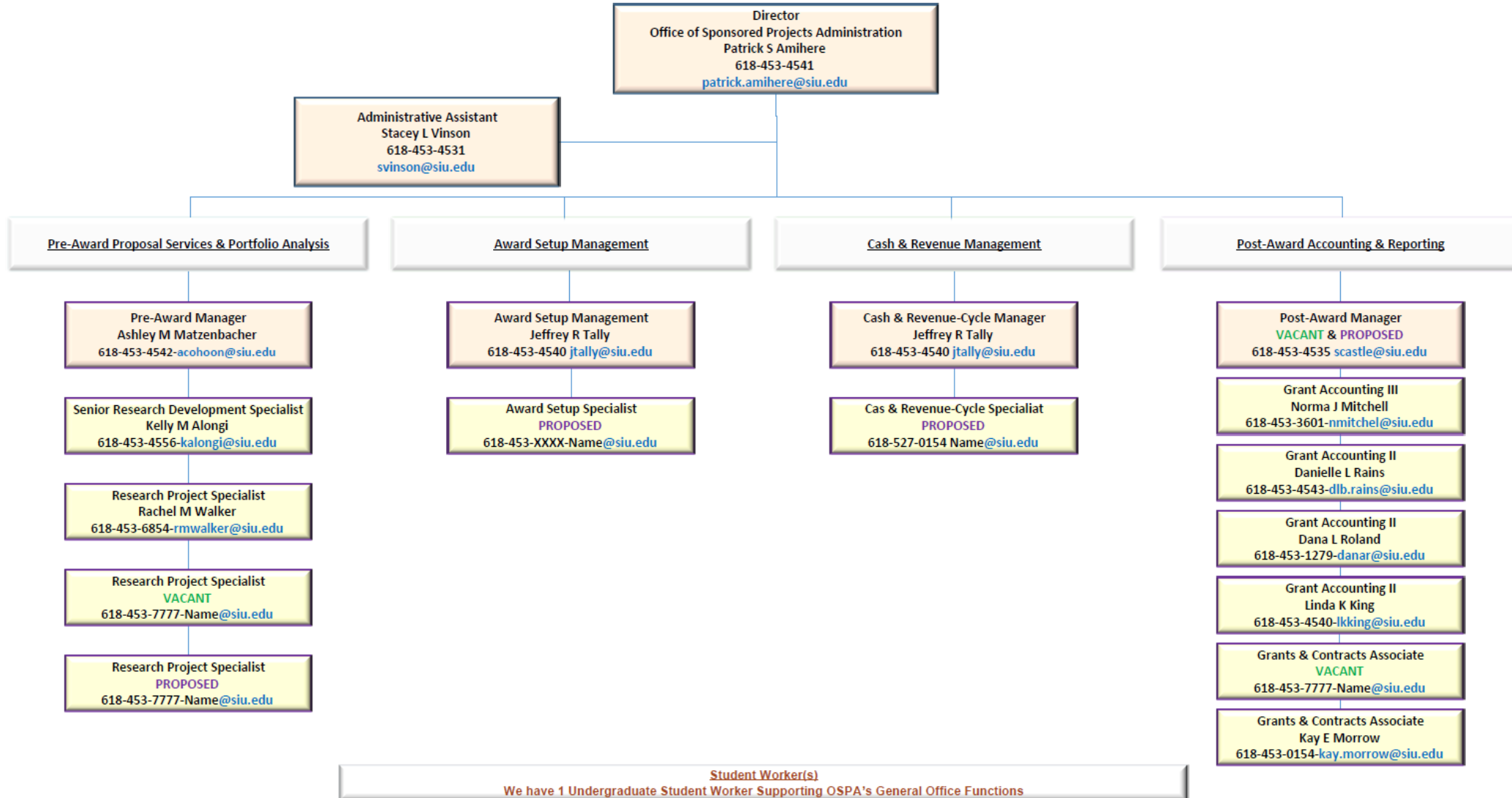
### LOCATION & TIME

Date: Tuesday, August 22<sup>nd</sup> 2022

Time: Noon – 1:30 pm (Central Time)

# WHO ARE WE?

## OFFICE OF SPONSORED PROJECTS ADMINISTRATION - ORGANIZATIONAL CHART SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE



Southern Illinois University Carbondale

Office of Sponsored Projects Administration

# AWARD LIFECYCLE



# PIVOT

# PIVOT?

## WHAT IS PIVOT?

- Database of assistance opportunities and potential collaborators
- Subscription service provided by the OVCR to the campus community

# SETTING UP YOUR PIVOT ACCOUNT

A screenshot of the Pivot-RP login page. The browser address bar shows 'https://pivot.proquest.com/'. The page header features the 'ExLibris | Pivot-RP' logo. The main heading is 'Sign in using your Pivot-RP Account'. Below this, there are two input fields: 'User' and 'Password'. The 'Password' field has a placeholder text 'Enter password'. To the right of the 'Password' field are links for 'Forgot Password?' and 'Help'. Below the input fields is a blue 'Sign in' button followed by the text 'or create an account'. Further down, there is a section titled 'Access Pivot-RP using your Institution's Credentials (Shibboleth)'. Under this section, there is a dropdown menu labeled 'Institution' with a downward arrow.

Go to [pivot.proquest.com](https://pivot.proquest.com/) and select Southern Illinois University from the Institution dropdown menu

# CLAIM YOUR PROFILE

- Pivot will prompt you to claim your profile upon logging in for the first time
- A list of possible matching profiles will be shown—select “This is me”
- A confirmation email will be sent to your Pivot-associated email address
- Can’t find your profile? Select “Create Your Profile”.

# Claim Your Profile Now

ExLibris | Pivot-RP

Home Funding Profiles Conferences Awarded Grants News

**Claim your profile** [Skip & Claim later >](#)

Our editors create profiles on your behalf.

Claiming your Profile enables you to get automated funding recommendations based on your research interests, increase visibility of your work, find potential collaborators, and more.

We found a profile matching your name.

**Nemzer Kohl, Sarah Rose**  
Community of Science

You can update this profile once you claim it.

**This is me**

Not you?  
[Search for your profile or Create profile](#)

Robinson Cancer Research Center

S, Sarah Katherine h Development Officer f Research and Economic Development ity of California, Merced (Last known)	Claimed
arah M. for Law, Science and Innovation Day O'Connor College of Law State University Downtown Phoenix Campus State University	<b>This is me</b>
arah S dent ment of Business Information Systems and Operations Management llege of Business ity of North Carolina at Charlotte (Last known)	<b>This is me</b>
i, Sarah A. Assistant Professor of Pharmacy	Claimed



# Claim Your Profile Now

**Select your profile** Your name:

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**Institution**

<input checked="" type="checkbox"/> ProQuest:	0
<input checked="" type="checkbox"/> Outside Institutions:	14,755

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**Can't find your profile?**

[Create your Profile](#) in just a few, quick steps.

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**Is 'your' profile already claimed?**

You may have another account.  
[Contact us](#) for assistance.

**14,755 Results** Sort ▾

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[Sarah A. Garcia](#)  
Student  
Graduate School of Education  
University

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[Sarah E.](#)  
Assistant Professor  
Department  
of Arts and Sciences  
University

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[Sarah E.](#)  
Assistant Professor  
Department of Biological Sciences  
of Arts and Sciences  
ate University

# SEARCHING FOR OPPORTUNITIES



- Using basic and advanced text searches
- Search/browse by funder
- Browse by keywords

# SAVING SEARCHES



1. Perform a search to open the search results page.

The screenshot shows a web interface with a navigation bar containing 'Funding', 'Profiles', 'Conferences', 'Awarded Grants', and 'News'. On the right, there are icons for 'Announcements' and a 'HELP' button. The main content area is titled 'Search Funding Results' and displays the search criteria: 'Your Search: (test) filtered by: (Citizenship=(Canada or United States or Unrestricted))) AND (Activity Location=(Canada) OR (1) OR (Unrestricted)))'. Below the search criteria, there are three buttons: 'Advanced Search', 'Save Search' (highlighted with a red box), and 'Refine Search'.

Save Search Query in Results

2. Select **Save Search** to open the Save Your Search dialog box.

The dialog box is titled 'Save your search' and has a close button (X) in the top right corner. It contains a text input field with the placeholder text 'Enter name for search'. Below the input field, there is a checkbox labeled 'Would you like to receive a weekly email containing new or updated opps from this query?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save' (highlighted).

Save Your Search

3. Enter a name for the search and select whether you would like to receive a weekly email with results of this search. Note that you can toggle the alerts setting on or off after the search is saved.

4. Select **Save** to save your search and click **OK** in the confirmation message.

# SEARCHING FOR COLLABORATORS



Home Funding Profiles Conferences Awarded Grants Q Admin Announcements HELP

Profile Discovery Profile Advanced Search

**Profile Advanced Search**

Search inside my institution  Search outside my institution Search Clear All

Enter search terms

**Search in:**  Expertise  Keywords  Homepage  Pub Page  
 CV Page  Title  Abstract  Scholar Name  
 Affiliation

**Search by Name**

First name MI Last name

▸ Degree

▸ Role

▸ Association or Society

▸ Affiliation

▸ Country



# ANY QUESTIONS OR COMMENTS ABOUT PIVOT?

- If you come up with any later on, please feel free to reach out at [ospa@siu.edu](mailto:ospa@siu.edu), your Pivot Point-of-Contact, or [pivohelp@siu.edu](mailto:pivohelp@siu.edu)
- Additional resources are available at <https://ospa.siu.edu/funding-opportunity.php>

# PRE-AWARD

# AGENDA



**Apply for Funding**

**Notify OSPA**

**Budget Preparation**

**Proposal Documents/Internal Approvals**

**Additional Considerations**

**Submission**

**Award Negotiation/Acceptance**

**Award Management**

**Forms & Facts**

# APPLY FOR FUNDING

## READY TO APPLY FOR FUNDING?

- Identify a grant program & confirm eligibility
- Who can be a PI?
  - PI Eligibility: <https://ospa.siu.edu/apply/index.php>



# NOTIFY OSPA

## WHEN DO I NOTIFY OSPA?

- Submit the required [Proposal Notification Form](#)
  - Submit ASAP but no later than three weeks before the deadline.
  - Once notification is received you will be assigned to work with a Pre-Award team member for review and submission.
  
- Is the grant program a limited submission opportunity?
  - What is a limited submission program?
  - [Limited Submission Notification Form](#)

# BUDGET PREPARATION

## HOW DO I PREPARE MY BUDGET AND WHO REVIEWS?

- PI prepares budget, budget justification and brief scope of work for Pre-Award review:
  - OSPA Budget Templates: <https://ospa.siu.edu/forms.php>
  - Budget Preparation:
    - Review sponsor guidelines for allowable costs
    - [Categories](#)
    - [Rates](#)

# PROPOSAL DOCUMENTS/INTERNAL APPROVALS

## WHAT PROPOSAL DOCUMENTS ARE REQUIRED?

### Sponsor Documents:

- Application packet required by sponsor; typically uploaded to sponsor portal

### SIU Internal Documents:

- [Proposal Checklist](#) with required signatures:
  - PI and Co-PIs
  - School Director(s) or equivalent
  - Dean(s) or equivalent
  - Non PI/PD personnel contributing time to the project and by the appropriate School Director (or equivalent) of these individuals.
- Additional forms/approvals may be needed depending on project (e.g. construction; cost-share; reduction of indirect costs)

# ADDITIONAL CONSIDERATIONS

## DOES YOUR PROPOSAL INCLUDE ANY OF THE FOLLOWING?

Additional considerations that require more time:

- Outgoing subaward
- Cost-Share
- Reduction/waiver of indirect costs
- Compliance (IRB, IACUC, Export, FCOI, etc.)

# SUBMISSION

## WHO SUBMITS MY PROPOSAL?

- OSPA requires all approvals and draft proposal documents **10 business days** in advance of the sponsor deadline.
- OSPA submits the proposal on behalf of the PI. In some circumstances the PI may submit directly with approval from OSPA.

# AWARD NEGOTIATION & ACCEPTANCE

## CONGRATULATIONS, YOU'VE BEEN FUNDED...NOW WHAT?

- Did you receive a notice of award? If so please send the notice and accompanying documents to [contracts@siu.edu](mailto:contracts@siu.edu).
- OSPA Pre-Award team reviews all award documents and confirms compliance approvals
- Negotiation – review for business and legal matters, negotiate more favorable terms with sponsor
- Acceptance – OSPA will accept the award on behalf of the University and the PI(s).
- Once the agreement has been fully executed, the Pre-Award team will transition the award to Post-Award for account setup.

# MODIFICATION – SUBAWARD - REPORTS

## How Do I MODIFY MY AWARD AND REPORT IT?

- Award Modifications and Revisions
  - Amendments
  - Change in Key Personnel
  - Change in Scope
  - Budget revision requiring sponsor approval
- Outgoing Subawards
- Performance Reports
  - Annual
  - Final/Closeout

# FORMS & INSTITUTIONAL INFORMATION

- ❑ Internal Forms for Proposal Submission:
  - ❑ <https://ospa.siu.edu/forms.php>
  
- ❑ Institutional Facts and Figures for proposals
  - ❑ <https://ospa.siu.edu/apply/index.php?accordion=institutionalinformation>



# POST-AWARD

# AGENDA



**Award Lifecycle**

**Who Invoices / Draws Down Your Payment**

**Post-Award Lifecycle**

**Award Setup (AIS Budget Setup)**

**Advance Account**

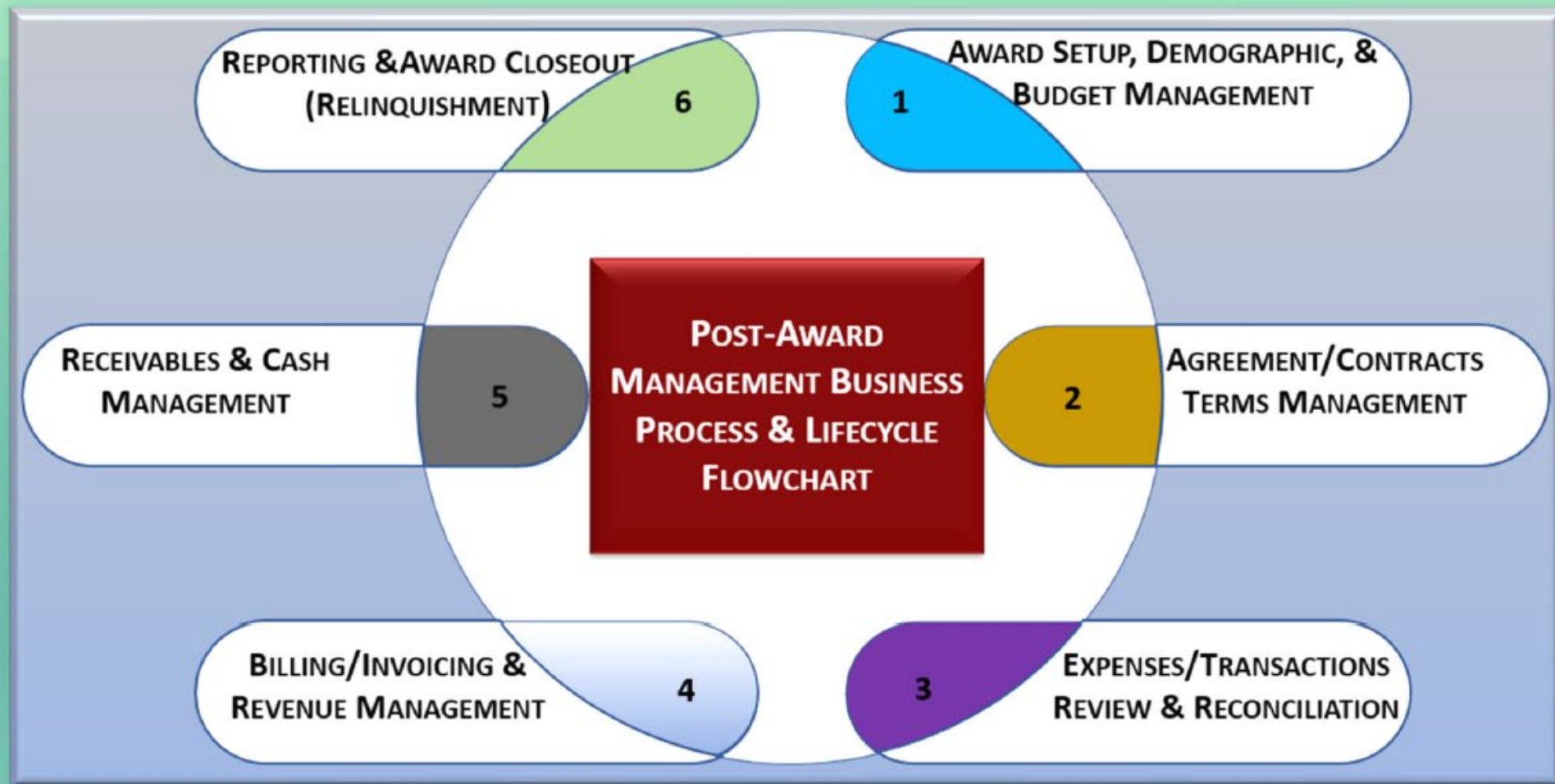
**Award Financial Management**

**Subrecipient / Subcontract Management**

**Award Closeout**

# POST-AWARD LIFECYCLE

## HOW CAN OSPA'S POST-AWARD ASSIST MY RESEARCH?



# AWARD SETUP (AIS BUDGET PURPOSE)

## HOW DO YOU GET AN ACCOUNT SETUP IN SIUC TO MANAGE YOUR RESEARCH?

- Official Award Receipt – Notice of Award Agreement
- OSPA Collaborates with Accounting Service to Create a Budget Purpose (Account)
- Notify Researchers – Fully Executed Contract (FEC)
- Time To Spend / Operate

# ADVANCE ACCOUNTS

## How Do I GET AN ADVANCE ACCOUNT?

- Request Advance Account if your Proposal will be Funded
- Complete & Submit Request to Establish and Advance Account – OSPA  
<https://ospa.siu.edu/forms.php>
- Understand Your Responsibilities – Stay within the grant guidelines
- Agency vs. Departmental Approval (*Who will foot the bill?*)

# AWARD FINANCIAL MANAGEMENT

## WHO MANAGES YOUR AWARD?

- Know Your OSPA Accountant – New Account Memo
- Navigation To The Website
- Save Your Award Documentation (Work with your Dept Administrators)

<https://ospa.siu.edu/>

'Budget Purpose'	'Account Title'	'Fiscal Officer'	'Unit'	'Start Date'	'End Date'	'Accountant'
222512	DEMONSTRATION OF A COAL INDUSTRIAL PARK FOR ILLINOIS COAL INDUSTRY ENHANCEMENT FY2001 - CCRB	LIU, XIAOQING	20608-MINING AND MINERAL RESOURCES ENGINEERING	10/1/2000	12/31/2022	K KING
222731	GRADUATE ASSISTANTSHIP IN PSYCHOLOGY - BREHM PREP SCHOOL	HABIB, REZA	20672 - PSYCHOLOGY	8/16/2001	8/15/2022	D HOCH
223008	CIVIL LEGAL SERVICE TO POOR-FY2003 - LTFI	DAVIDSON, CAMILLE	21107-LEGAL CLINIC (DO NOT USE 25102)	7/1/2002	12/31/2022	N MITCHELL
223751	TRACKING RARE INCIDENCE SYNDROMES - VARIOUS	BRUNS, DEBORAH	20555 - EDUCATIONAL PSYCHOLOGY AND SPECIAL EDUCATION	10/15/2004	3/31/2023	N MITCHELL
224341	AUTISM EXTENSION SERVICE - ILLINOIS CENTER FOR AUTISM	DIXON, MARK R	20558-REHABILITATION INSTITUTE	8/16/2007	6/30/2020	K KING
224613	RESEARCH INTO NEW &/OR IMPROVED ANTI-OXIDANTS FOR CARBON-CARBON AIRCRAFT BRAKES - HONEYWELL - 6400010820	KOC, RASIT	20607-MECHANICAL ENGINEERING AND ENERGY PROCESSES	2/3/2009	12/31/2021	K KING
224887	BEHAVIORAL AUTISM SERVICES - WCSGD	BOYER, VALERIE	20558-REHABILITATION INSTITUTE	8/16/2010	5/15/2015	K MORROW
224919	ARCHAEOLOGICAL ASSESSMENT OF THE HICKORY HILL HISTORIC SITE - IHPA-11G460	WAGNER, MARK J	20655-CENTER FOR ARCHAEOLOGICAL INVESTIGATIONS	11/1/2010	6/30/2015	K MORROW
224999	BEHAVIOR CONSULTANT GROUP - VISIONS LLC	DIXON, MARK R	20558-REHABILITATION INSTITUTE	5/16/2011	8/15/2015	D HOCH
225310	CHILD WELFARE FOSTER AND ADOPTIVE PARENT TRAINING FY14 - IDCFS	WALLACE, JULIANE	20559-SCHOOL OF SOCIAL WORK	7/1/2013	6/30/2014	N MITCHELL

# SUBRECIPIENTS & COST SHARE MANAGEMENT

## Subrecipients/Subcontracts

- Know the Period of Performance of your Subcontracts
- Communicate with your Subcontract Recipient
- Subrecipient invoices are submitted to OSPA for budget review, then sent to Unit/PI for final payment approval

## Cost Share

- Certification of Time Record sent monthly if cost share is employee time
- Backup documentation for all cost share commitments

# AWARD MANAGEMENT & CLOSEOUT

- Don't wait until the last minute
  - Get working, get spending
  
- Be aware of the expenses posted to your Grants (AIS reports available)
  
- Know the Period of Performance of your Grants
  - NCE (No Cost Extension) – start early; extensions are not guaranteed  
<https://ospa.siu.edu/forms.php>
  
- Review and Approve Final Invoice (Unit Signature Required)
  
- Contact your OSPA accountant prior to End Date



# RESEARCH COMPLIANCE

# Overview

1

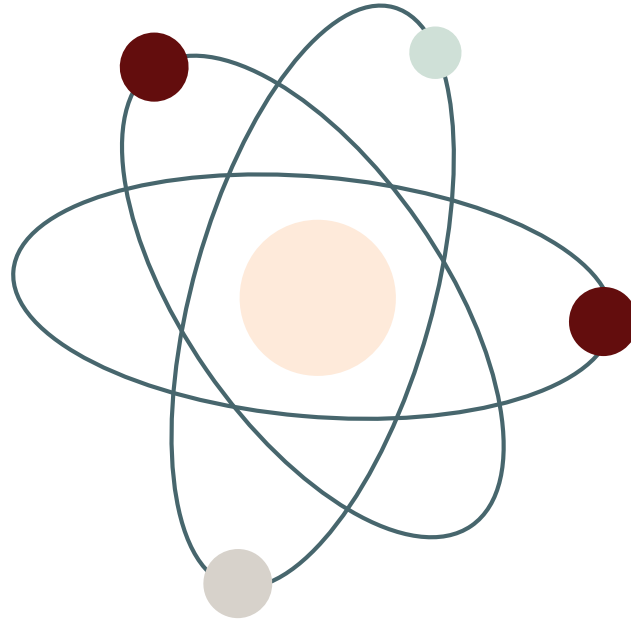
Welcome

Meet the ORC  
team

3

Compliance  
topics

Key information



2

About the  
ORC  
Supported  
areas

4

Wrap-up  
Questions &  
Comments



Institutional Review Board (IRB)

Animal Use & Care Committee (IACUC)

Lab Animal Program (LAP)

Financial Conflicts of Interests (FCOI)

Responsible Conduct of Research (RCR)

Hemp Research

## IRB

- Review required for all human subjects research including exempt protocols and certain class projects
- Approval timeframe is two to four weeks

## IACUC

- Review required for vertebrate & cephalopods
- Approval timeframe is three to eight weeks
- LAP – controlled access requires orientation

## RCR

- Training requirements can vary by grant agency
- Online training through CITI; in-person may be required by grant agency

## FCOI

- Disclosure forms required during grant process
- Annual disclosures as required

## Hemp

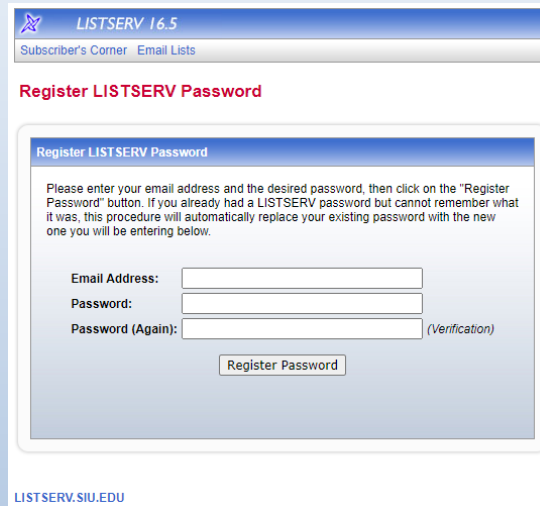
- Specific state and federal reporting required
- Sourcing requirements and regulations vary

WHEN IN DOUBT, REACH OUT



# STAY INFORMED

- ❑ Research Matters Listserv: Subscribe – [RESEARCH-MATTERS-L@LISTSERV.SIU.EDU](mailto:RESEARCH-MATTERS-L@LISTSERV.SIU.EDU)



The screenshot shows a web browser window with the title 'LISTSERV 16.5'. The page content includes a header with 'Subscriber's Corner' and 'Email Lists' links. Below this is a red heading 'Register LISTSERV Password'. The main content area is a form titled 'Register LISTSERV Password' with the following text: 'Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.' The form contains three input fields: 'Email Address:', 'Password:', and 'Password (Again):' with a '(Verification)' label next to the last one. A 'Register Password' button is located below the fields. The URL 'LISTSERV.SIU.EDU' is visible at the bottom left of the browser window.

## Registering For The Listserv

<http://listserv.siu.edu/scripts/wa.exe?GETPW1=>

- ❑ OSPA Website: <https://ospa.siu.edu/about-ospa/announcements.php>
- ❑ Pivot Email Notifications: Complete Pivot Profile and save searches for email notifications
- ❑ Pivot Help: [pivohelp@siu.edu](mailto:pivohelp@siu.edu)

# Q & A

Let's Discuss Additional Questions



WE APPRECIATE YOUR TIME & THE COLLABORATION

*Thank You*