NEW FACULTY WORKSHOP

LOCATION & TIME
Date: Tuesday, August 22nd 2022
Time: Noon – 1:30 pm (Central Time)
WHAT IS PIVOT?

- Database of assistance opportunities and potential collaborators
- Subscription service provided by the OVCR to the campus community
Go to pivot.proquest.com and select Southern Illinois University from the Institution dropdown menu.
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

Select your profile

Institution
- ProQuest: 0
- Outside Institutions: 14,755

Your name: Sarah

14,755 Results

Can't find your profile?
Create your Profile in just a few, quick steps.

Is 'your' profile already claimed?
You may have another account.
Contact us for assistance.

Sarah E.
Act Professor
Department of Biological Sciences
Illinois State University

Sarah A. Garcia, Sarah A.
Graduate School of Education
Southern Illinois University Carbondale

Office of Sponsored Projects Administration
Using basic and advanced text searches
Search/browse by funder
Browse by keywords
1. Perform a search to open the search results page.

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

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.
ANY QUESTIONS OR COMMENTS ABOUT PIVOT?

- If you come up with any later on, please feel free to reach out at ospa@siu.edu, your Pivot Point-of-Contact, or pivothelp@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
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](https://ospa.siu.edu/apply/index.php)
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
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](https://ospa.siu.edu/forms.php)

- Budget Preparation:
  - Review sponsor guidelines for allowable costs
  - Categories
  - Rates
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)
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.)
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.
Did you receive a notice of award? If so please send the notice and accompanying documents to 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
- Internal Forms for Proposal Submission:
  - [https://ospa.siu.edu/forms.php](https://ospa.siu.edu/forms.php)

- Institutional Facts and Figures for proposals
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?

POST-AWARD MANAGEMENT BUSINESS PROCESS & LIFECYCLE FLOWCHART

1. AWARD SETUP, DEMOGRAPHIC, & BUDGET MANAGEMENT
2. AGREEMENT/CONTRACTS TERMS MANAGEMENT
3. EXPENSES/TRANSACTIONS REVIEW & RECONCILIATION
4. BILLING/INVOICING & REVENUE MANAGEMENT
5. RECEIVABLES & CASH MANAGEMENT
6. REPORTING & AWARD CLOSEOUT (RELINQUISHMENT)
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
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/](https://ospa.siu.edu/)
**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
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
Office of Research Compliance

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
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<th>IRB</th>
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<tr>
<td>• Review required for all human subjects research including exempt protocols and certain class projects</td>
<td>• Review required for vertebrate &amp; cephalopods</td>
<td>• Training requirements can vary by grant agency</td>
<td>• Disclosure forms required during grant process</td>
<td>• Specific state and federal reporting required</td>
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<td>• Approval timeframe is two to four weeks</td>
<td>• Approval timeframe is three to eight weeks</td>
<td>• Online training through CITI; in-person may be required by grant agency</td>
<td>• Annual disclosures as required</td>
<td>• Sourcing requirements and regulations vary</td>
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<td>• LAP – controlled access requires orientation</td>
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WHEN IN DOUBT, REACH OUT

RESEARCH COMPLIANCE

IT’S KIND OF A BIG DEAL
- Research Matters Listserv: Subscribe – RESEARCH-MATTERS-L@LISTSERV.SIU.EDU

![Listserv Registration Form]

- OSPA Website: https://ospa.siu.edu/about-ospa/announcements.php

- Pivot Email Notifications: Complete Pivot Profile and save searches for email notifications

- Pivot Help: pivothelp@siu.edu
Let’s Discuss Additional Questions
WE APPRECIATE YOUR TIME & THE COLLABORATION

Thank You