Sponsored Programs
New Developments and
Important Reminders

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Office of Sponsored Programs
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Training Session Overview

- NSF Update
- NIH Update
- OSP Updates and Reminders
- Q & A
NSF Updates

NSF Proposal & Award Policies and Procedures Guide (PAPPG)
NSF 17-1
NSF Proposal & Award Policies and Procedures Guide (PAPPG)

- NSF 17-1 effective 1/30/2017
- Effective for proposals submitted or due on or after 1/30/2017.
- For solicitations where the preproposal is due prior to 1/30/2017 and full proposal is due after 1/30/2017, use NSF 16-1 for preproposal and NSF 17-1 for full proposal.

NSF Grant Proposal Guide
Notable Changes & Clarifications:

- Elimination of separate sections for Grant Proposal Guide (GPG) and Award & Administration Guide (AAG)
  - GPG now Part I and AAG now Part II
  - Updates throughout to references.

- Collaborators and Other Affiliates Information
  - Each section should be listed alphabetically by last name.
  - Thesis Advisor and Postgraduate Scholar Sponsor have been replaced with Ph.D. Advisor
    - Include all persons with whom you have had an association with as a Ph.D. advisor.
  - For Collaborative proposals, include in both lead and non-lead proposals.
  - No error/warning in FastLane if section is missing.
  - Some solicitations may require an additional submission of information in excel format. Must submit both.
NSF Grant Proposal Guide
Notable Changes & Clarifications:

- **Additional instructions for Late Submissions**
  - If submitting after the deadline, contact Program Officer and request authorization to submit a late proposal.
  - This includes when submitting late due to Anthropogenic Disasters (e.g. hurricanes) if possible.
  - Must also check the “Special Exception to the Deadline Date Policy” box on the NSF Cover Sheet.
  - New Requirement to upload a statement regarding Anthropologic event under Nature of Natural or Anthropogenic event in the Single Copy Document section and approval from Program Officer under Additional Single Copy Documents.

- **Human Subjects**
  - Additional instructions included for proposals that lack immediate plans for involvement of human subjects.
  - New award term will be added to awards that involve human subjects.

- **Vertebrate Animals**
  - New award term will be added to awards that involve vertebrate animals.

- **Travel Proposals**
  - “International Travel Proposal” instructions has been revised to “Travel Proposal” instructions to allow support for both domestic and international travel grants.
NSF Moving

- NSF is moving from Arlington, VA to Alexandria, VA
- Move to occur August – October 2017
- Changes may be made to long-standing yearly deadline dates (moving up deadlines)
- Expect system outages.

NIH Updates
**NIH New Application Instructions**

- Effective for due dates on or after January 25, 2017
- Includes direct hyperlinks to form pages.
- Biosketch template updated to include the required headings.
- Revised instructions for Appendix material

**NIH Prior Approval**

- Unsolicited Proposals requesting more than $500k of Direct Costs (less Consortium F&A) in any year of the budget require prior approval from the Program Officer before proposal submission.

- Prior approval requests can now be submitted in eRA Commons by the PI.
  - New Prior Approval Module

- Cover letter must address that you received prior approval to request more than $500k of direct costs and approval from program officer should be included.
Final Research Performance Progress Report (F-RPPR)

- Required beginning January 1, 2017

- Final Progress Reports (FPR) will no longer be accepted.

- F-RPPR is similar to annual RPPR
  - Does not include D (Participants), F (Changes), and H (Budget)
  - Includes new Project Outcomes (Section I) which will be publicly available.

- PI should complete in eRA Commons and route to Darya Courville for submission by OSP

- F-RPPR should not be routed in SPS

- See NIH Guide Notice NOT-OD-17-022
OSP will now create requisitions in Workday for Subawards
- Consistency with Supplier IDs
- Ensure sub-k grant line is used.
- Allows for fully-executed subaward and risk assessment (if applicable) to be attached in Workday

How does this affect department?
- PI will now provide email approval of draft subaward.
- Subawards will be sent to Subrecipient prior to loading in Workday.
- PUR:CR - Contractor Information forms should now be sent with OSP-3 form.
- Department no longer creates requisition in Workday.

*Subaward amendments are processed with OSP-4.
Change orders are created in Workday for amendments.
Revised OSP-3 Form

A. SUBRECIPIENT INFORMATION

Name of Subrecipient:
Business Contact Name: Email: Phone:
PI Contact Name: Email: Phone:

B. SUBAWARD INFORMATION

Total Period of Performance: to Inital Period of Performance: to
Total Estimated Cost: $ Amount Obligated: $
Total Cost Sharing: $ Obligated Cost Sharing: $
Deliverables/Reporting Requirements: At a minimum, the reporting requirements of the Prime will be used for the sub-award. Specify deliverables, origional products or additional reporting requirements.

Are there any specific deliverables, tangible products or additional reports required by the subrecipient?
- [ ] Yes, Specify above or on separate attachment
- [ ] No

C. CHECK LIST

Please attach a copy of the following:
- [ ] BUDR - Contractor Information Form (See Requirement forms)
- [ ] Subrecipient Scope of Work (only if not clearly identified in the proposal)
- [ ] Subrecipient Budget (only if not included in the proposal)
- [ ] Subrecipient Milestones and/or Payment Schedule (only if subaward is fixed price)

NOTE: OSP will email the electronic version of the subaward to the LSU Principal Investigator for review and approval. If the PI would like OSP to copy another individual directly (e.g., Cost Center Manager or Coordinator), please provide the name and email below.

Revised OSP-3 Form (cont.)

By signing below, I certify that I have read the following statements and further certify that they are accurate and truthful to the best of my knowledge and belief:

- The proposed relationship has been reviewed and a determination has been made that the relationship involves a third party to perform a substantive portion of the project, does not constitute a purchased service, and that the most appropriate agreement type is a subaward.
- The project or relationship with this subrecipient (PI must initial) does or does not present an existing or potential conflict of interest or the appearance of a conflict of interest in accordance with University policy and Federal Regulations.
- PI (PI must initial) has or has no ________ concerns with the subrecipient and subrecipient personnel. (Concerns should be noted in Notes section above.)
- Funding is available for the subaward and is an allowable cost under the terms and conditions of the Prime Award.
- The Subrecipient's proposed costs and activities have been reviewed by the PI and are considered allowable and reasonable for the technical effort proposed by the subrecipient.
- The information listed on this form is accurate.

As Principal Investigator, I also acknowledge and accept the responsibility of monitoring the programmatic and financial performance, receiving and reviewing copies of all required reports and the overall progress of the subrecipient under the requested subaward during the life of the agreement.

Signature of Principal Investigator: __________________________ Date: ___________
**Make sure to include Cost Center (CCxxxxxx) and to list individuals that should have the Grant Financial Analyst/Award Analyst roles for Award/Grant in Workday.**

| Complete the information below, obtain signatures, and email a signed pdf to osp@lsu.edu or return original to OSP, 202 Hines Hall |
|---|---|---|---|
| Today’s Date: | SPS Proposal # – Title: | LSU Award # (For Existing Awards Only) | Mailing Deadline (if applicable) |
| Principal Investigator (PI): | Email: | Phone: | |
| Contact (if other than PI): | Email: | Phone: | |
| Grant Office: | | | |
| Note to employees who require Grant Financial Analyst/Award Analyst roles to access the Award/Grant in Workday: | [osp@lsu.edu](mailto:osp@lsu.edu) |

**Due to backlog of award set-ups, SPA is setting up grants as tentative to allow expenses to be charged. To assist SPA, OSP is completing and attaching an AS494 for all fully-executed awards sent to SPA.**

**If a tentative grant is needed prior to award being fully-executed, department must complete AS494 and email signed form to osp@lsu.edu.**

**Grants in the tentative hierarchy do not have F&A charges. F&A will calculate once grant linked to the award.**

**Tentative grant numbers do not show on SPS Proposal Home.**

**You can search for tentative grants in Workday by searching for LSU Proposal #.**
**SPS Updates Reminders**

- Home screen - Current Project Data includes Award # and Grant ID from Workday

- Investigator tab includes Legacy Department Code and Workday Cost Center.

- Department Codes will continue to be used and maintained to enable SPS approvals.
  - To change SPS access/approvers, use Legacy Security Access Request in myLSU
  - If you create a new Cost Center, OSP will also need to set up a Legacy Department Code for SPS approvals.

**OSP Team Changes**

**Purple Team**
- Rebecca Trahan, Assistant Director
- Ryan Greer, Manager
- Gina Billiot, G/K Specialist 2 (ERA)
- Lacy Inmon, G/K Specialist 2
- Jennifer Donaldson, G/K Specialist 1
- Lisa Gremillion, G/K Specialist 1

**Gold Team**
- Tracy Wang, Associate Director
- Dana Tuminello, Manager
- Danielle Johnson, G/K Specialist 3
- Matthew Edwards, G/K Specialist 2
- Jamie Tirov, G/K Specialist 1
- Chad Treadaway, G/K Specialist 1
- Erin Voisin, G/K Specialist 1
Professional Development

National Council of University Research Administrators (NCURA)

- Traveling Workshops in New Orleans
  - Level 1: Fundamentals of Sponsored Project Administration
  - Level 2: Sponsored Project Administration
  - Departmental Research Administration
  - February 8-10, 2017

- Pre-Award Research Administration (PRA) in San Diego
  - March 8-10, 2017

- Financial Research Administration (FRA) in San Diego
  - March 11-13, 2017

- Region III Spring Meeting in Savannah
  - May 6-10, 2017

- Annual Meeting in Washington DC
  - August 6-9, 2017

Society of Research Administrators International (SRA)

- Traveling Programs in Atlanta
  - Grant Writing and Proposal Development
  - Departmental Administration
  - February 16-17, 2017

- Traveling Programs Philadelphia
  - Grant, Contracts and Subagreements
  - Post-Award Administration
  - April 20-21, 2017

- Southern/Midwest Section Meeting in Nashville
  - May 7-10, 2017

- Annual Meeting in Vancouver
  - October 14-18, 2017

National Institutes of Health (NIH) Regional Seminar in New Orleans

- May 3-5, 2017
OSP Spring Training Opportunities

- Grants.gov Training
  - January 31st

- Introduction to Sponsored Programs
  - February 7th
  - April 4th

- Sponsored Programs System (SPS) Training
  - March 7th
  - April 18th

Questions and Feedback
OSP Contact Information

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