Sponsored Programs
New Developments
and Important Reminders

Rebecca Trahan
Office of Sponsored Programs
August 22, 2017

Training Session Overview

- Board of Regents (BOR) Support Fund Overview
- NIH Updates
- Federal Updates
- OSP Updates
- Q & A
# Board of Regents (BoR) Support Fund Overview

## Program Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCS One-Year Research Component</td>
<td>Funds projects on a limited basis for exploration of novel science and engineering research leading to federal support. 1 year; up to $20,000</td>
</tr>
<tr>
<td>Research Competitiveness Subprogram (RCS)</td>
<td>Targets junior researchers on the threshold of becoming nationally competitive. 1 to 3 years; up to $200,000</td>
</tr>
<tr>
<td>Proof of Concept/Prototype Initiative (P-o-C/P)</td>
<td>Funds science and engineering proposals to enable proof-of-concept activities and/or prototype development with research commercialization and technology transfer potential. 1 year; $10,000 to $40,000</td>
</tr>
<tr>
<td>Industrial Ties Research Subprogram (ITRS)</td>
<td>Funds research with potential for economic development and private sector involvement. 1 to 3 years; up to $350,000</td>
</tr>
<tr>
<td>Comprehensive Enhancement (ENH)</td>
<td>Supports projects to enhance infrastructure to address multiple departmental approaches or holistic departmental approaches and support the institutional role, scope and mission. Up to 5 years; up to $1,000,000</td>
</tr>
<tr>
<td>Targeted Enhancement (ENH)</td>
<td>Supports projects to provide focused enhancement that addresses a critical departmental priority and reflects the institutional role, scope and mission through a concentrated but tangibly effective effort (e.g., purchase of major equipment). 1 year; up to $200,000</td>
</tr>
<tr>
<td>Awards to LA Artists and Scholars (ATLAS)</td>
<td>Provides support for the completion of original works of art and scholarship. 1 year; up to $50,000</td>
</tr>
</tbody>
</table>
### Program 2017 Eligible Disciplines

<table>
<thead>
<tr>
<th>Program</th>
<th>2017 Eligible Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCS One-Year Research Component and Research Competitiveness Subprogram (RCS)</td>
<td>Biological, Computer/Information, Earth/Environmental, and Health/Medical Sciences</td>
</tr>
<tr>
<td></td>
<td>Engineering B: Industrial, Materials, Mechanical, etc. Chemistry</td>
</tr>
<tr>
<td>Industrial Ties Research Subprogram (ITRS) and Proof of Concept/Prototype Initiative (P-o-C/P)</td>
<td>Targeted Industry Sectors (preference given): Advanced Materials and Manufacturing</td>
</tr>
<tr>
<td></td>
<td>Life Sciences and Bioengineering</td>
</tr>
<tr>
<td></td>
<td>Digital Media and Enterprise Software</td>
</tr>
<tr>
<td></td>
<td>Coastal and Water Management</td>
</tr>
<tr>
<td></td>
<td>Clean Technology and Energy</td>
</tr>
<tr>
<td>Comprehensive Enhancement (ENH) and Targeted Enhancement</td>
<td>Engineering B: Industrial, Materials, Mechanical, etc.</td>
</tr>
<tr>
<td></td>
<td>Biological, Health/Medical and Agricultural Sciences</td>
</tr>
<tr>
<td></td>
<td>Physics/Astronomy</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Targeted Workforce</td>
</tr>
<tr>
<td>Awards to LA Artists and Scholars (ATLAS)</td>
<td>Creative Arts</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
</tr>
</tbody>
</table>

- Targets junior researchers on the threshold of becoming nationally competitive to build and strengthen their fundamental research base.
  - Established researchers moving into a new field of research may apply, but priority is given to junior researchers

- Tenured or tenure-track faculty employed on a full-time basis by an eligible Louisiana institution of higher education may act as PI or Co-PI.

- May serve as a PI or co-PI on a maximum of one RCS or one RCS 1-Year grant at any one time.
  - Individuals who received RCS or RCS 1-YR awards in last year’s competition (i.e. Contracts with a start date of 6/1/2017) are not eligible for this round of funding.
RCS Budget Requirements

- Maximum of $200,000 over a three-year period.
  - The average first-year RCS award in FY 2016-17 was $46,950.

- May request support for PI salary up to 25% academic year plus two months’ summer support, students and support personnel, travel, supplies, equipment, publication costs, etc.

- Equipment requests, require a cash match equal to or greater than 25% of the total cost of the requested equipment.
  - Unrecovered F&A does not satisfy the requirement

- F&A rate of 25% Salaries, Wages and Fringe on requested funds.
  - 48% MTDC for Research allowed on institutional match.

RCS One-Year Research Component (RCS 1-Year)

- Funds short term pilot awards to support faculty on a limited basis in their exploration of novel science and engineering research leading to near-term federal support.

- Tenured or tenure-track faculty employed on a full-time basis by an eligible Louisiana institution of higher education may act as PI or Co-PI.

- May serve as a PI or co-PI on a maximum of one RCS or one RCS 1-Year grant at any one time.
  - Individuals who received RCS or RCS 1-YR awards in last year’s competition (i.e. Contracts with a start date of 6/1/2017) are not eligible for this round of funding.
RCS 1-Year Budget Requirements

- Maximum of $20,000 over a one-year period.
  - The average one-year award in FY 2016-17 was $19,730.

- Salary support for faculty and support personnel is not allowed.

- May request student personnel, travel, supplies, equipment, publication costs, etc.

- Equipment requests, require a cash match equal to or greater than 25% of the total cost of the requested equipment.
  - Unrecovered F&A does not satisfy the requirement

- F&A rate of 25% Salaries, Wages and Fringe on requested funds.
  - 48% MTDC for Research allowed on institutional match.

Industrial Ties Research Subprogram (ITRS)

- Funds research projects with significant near-term potential for development and diversification of Louisiana's economic base.

- All proposals should show evidence of involvement of the private sector.

- Tenured, tenure-track or research professors employed on a full-time basis by an eligible Louisiana institution of higher education may act as PI or Co-PI.
Industrial Ties Research Subprogram (ITRS)

- May serve as a PI or co-PI on a maximum of two ITRS, two P-o-C/P, or a combination of two projects at any one time.

- What's New this Year?
  - Graduate assistant funding requested from the Board or pledged as an institutional and/or private match must be maintained in full if a proposal is recommended for funding.

ITRS Budget Requirements

- Maximum of $350,000 over a three-year period. The total request for the first year may not exceed $150,000, and the total request for each successive year may not exceed $100,000.
  - The average first-year ITRS award in FY 2016-17 was $67,957

- May request support for PI salary up to 25% academic year plus two months summer support, students and support personnel, travel, supplies, equipment, publication costs, etc.
**ITRS Budget Requirements (cont.)**

- Required to have an “up front” matching commitment from the private/federal sector for at least the first year of the project. A plan for subsequent-year matching must be addressed in the budget.

- Equipment requests, require a cash match equal to or greater than 25% of the total cost of the requested equipment.
  - Unrecovered F&A does not satisfy the requirement

- F&A rate of 25% Salaries, Wages and Fringe on requested funds.
  - 48% MTDC for Research allowed on institutional match.

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**Proof-of-Concept/Prototype (P-o-C/P)**

- Funds science and engineering proposals that enable proof-of-concept activities and/or prototype development with research commercialization and technology transfer potential.

- Tenured, tenure-track or research professors employed on a full-time basis by an eligible Louisiana institution of higher education may act as PI or Co-PI.

- May serve as a PI or co-PI on a maximum of two ITRS, two P-o-C/P, or a combination of two projects at any one time.
**Proof-of-Concept/Prototype (P-o-C/P)**

- PI's should meet with Andy Maas in ITC prior to proposal submission.

- Letter of support from the PI's Department Chair, College Dean, or Center Director that reflects commitment of the necessary time and effort to achieve the goals of the project is required.

- What's New this Year?
  - Graduate assistant funding requested from the Board or pledged as an institutional and/or private match must be maintained in full if a proposal is recommended for funding.

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**P-o-C/P Budget Requirements**

- Minimum of $10,000 to Maximum of $40,000 for a one-year period.
  - The average P-o-C/P award in FY 2016-17 was $39,005.

- May request support for PI salary up to one month of academic or summer support, students and support personnel, travel, supplies, equipment, publication costs, etc.

- Equipment requests, require a cash match equal to or greater than 25% of the total cost of the requested equipment.
  - Unrecovered F&A does not satisfy the requirement

- F&A rate of 25% Salaries, Wages and Fringe on requested funds.
  - 48% MTDC for Research allowed on institutional match.
The Departmental ENH has replaced the Traditional ENH program.

The Departmental Enhancement program funds projects that enhance the infrastructure of academic, research, or agricultural departments/units and promote economic development.

Projects should be designed to propel departments forward and enhance existing offerings and foci in accordance with the role, scope, mission, and strategic priorities of the institution and current and prospective direction(s) of the affected department(s)/unit(s).

Proposals should clearly indicate how project objectives are linked to the highest academic, research or training priorities of the affected department(s) and institution as well as how BoRSF funds will increase the capacity and quality of research, education, and/or training available to faculty and students.

Project Types: Comprehensive Enhancement and Targeted Enhancement

Proposals may be submitted in the category of Research, Education, or Workforce.

Proposal requirements have changed.

Academic unit’s mission statement, data on the units current situation, and previous BOR support fund award for academic unit for past 5 years is required.
Comprehensive ENH

- Provide significant enhancement to address multiple departmental priorities or holistic departmental approaches and support the institutional role, scope and mission through a variety of means.

- Only faculty members employed by an eligible Louisiana institution of higher education may act as PI or co-PIs.

- Each eligible department/academic unit is limited to one submission.

- Each eligible department/academic unit may also participate with other units in up to one campus-wide proposal submitted under the Multidisciplinary category.

Comprehensive ENH Budget Requirements

- Applicants may request up to $1 million for projects lasting up to 5 years. The total request for the first year may not exceed $300,000, and the total request for each successive year may not exceed $200,000.

- Predominately supports equipment and/or supplies.

- Faculty and/or staff salary support is strongly discouraged.
  - If PI feels strongly that it is warranted, partial salary support may be requested, and may not exceed 25% of academic-year salary plus two months of summer support.
Comprehensive ENH
Budget Requirements (cont.)

- Graduate and/or undergraduate student support may be provided with fellowship or scholarship support aligned with project goals and objectives.

- F&A is not allowed on requested funds.
  - 48% MTDC for Research, 49% MTDC for Instruction allowed on institutional match.

Targeted ENH

- Provide focused enhancement that addresses a critical departmental priority and reflects the institutional role, scope and mission through a concentrated but tangibly effective effort (e.g., purchase of major equipment).

- Only faculty members employed by an eligible Louisiana institution of higher education may act as PI or co-PIs.

- An academic unit is not limited in number of proposals, but must provide a rank-order list of all proposals submitted on its behalf
  - Institutional Review Committee
Targeted ENH
Budget Requirements

➢ Applicants may request up to $200,000 for one year.

➢ Predominately supports equipment and/or supplies.

➢ Faculty and/or staff salary support is strongly discouraged.
  ▪ If PI feels strongly that it is warranted, partial salary support may be requested, and may not exceed 25% of academic-year salary plus two months of summer support.

Targeted ENH
Budget Requirements (cont.)

➢ Graduate and/or undergraduate student support may be provided with fellowship or scholarship support aligned with project goals and objectives.

➢ F&A is not allowed on requested funds.
  ▪ 48% MTDC for Research, 49% MTDC for Instruction allowed on institutional match.
**Special Budgetary Considerations**

- Equipment is excluded from F&A base for unrecovered F&A.

- If vendor quote bundles software, supplies, shipping (S&H) and/or installation with the cost of the equipment, budget entire amount on the Equipment line.
  - Recommended to provide OSP with copy of quote.
  - Excluded from F&A base

- Software, Supplies, and S&H budget lines are included in the F&A base and should be used for expenses that are not part of the equipment quote.

- Installation is excluded from F&A whether provided by vendor or third-party.

- Training is only treated as part of equipment cost and excluded from F&A if vendor-provided with purchase of equipment.

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### BOARD OF REGENTS SUPPORT FUND

**COMPREHENSIVE ENHANCEMENT PROGRAM, FISCAL YEAR 2017-18**

**YEAR 1**

| Principal Investigator (s): Insert PI's name |
| Institution(s) of Higher Education: Louisiana State University and A&M College |

<table>
<thead>
<tr>
<th>PROPOSED BUDGET</th>
<th>Support Fund</th>
<th>Institutional</th>
<th>Private Sector</th>
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</thead>
<tbody>
<tr>
<td>A. Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>B. Software</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>C. Supplies</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>D. Shipping &amp; Handling*</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>E. Installation</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>F. Personnel Training*</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>1. Vendor provided</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Third party</td>
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<td>$0</td>
</tr>
<tr>
<td>G. Other*</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>1. Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>H. Indirect Costs</td>
<td>Not allowed: 48% MTDC</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>I. Maintenance</td>
<td>Not allowed</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

| TOTAL PROJECT COSTS | $0 | $0 | $0 |

* MTDC = Modified Total Direct Costs
* Unrecovered F&A is automatically added to institutional match overhead.
Awards to **Louisiana Artists and Scholars Program (ATLAS)**

- Provides support for major scholarly and artistic productions with potential to have a broad impact on a regional and/or national level.

- Proposed activities should enable the applicant to seek publication and/or public presentation of the supported work within a limited period of time.

- Faculty employed by an eligible Louisiana institution of higher education may apply.

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What’s New this Year?

- New requirement for Proposal Narrative to address Impact of Students and/or Education (p. 7)
- Coauthors and collaborating researchers/creative partners who are not employed at Louisiana institutions may not receive salary support, honoraria, or consulting fees. (p. 9)
- Travel may be requested related to presentations of ATLAS-funded work but is discouraged. (p. 10)
**ATLAS Budget Requirements**

- Maximum of $50,000 over a one-year period.
  - A proposal from multiple eligible faculty members completing a single cohesive project may request support of no more than $50,000 per participating faculty member.

- May request support for PI salary up to 50% academic year plus 50% summer.

- Required to match on a 1:1 basis any request for salary support from the ATLAS subprogram.

- Summer salary support may be requested provided institutional matching requirement are met.

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**ATLAS Budget Requirements (cont.)**

- Requests for salary support must be accompanied by guarantee of release time from the institution equivalent to the salary being requested.
  - Letter should be co-signed by Dean/Director and OSP.
  - See OSP for sample letter and budget justification language.

- May request student and support personnel, travel, supplies, equipment, publication costs, etc.

- F&A is not allowed on requested funds.
  - 48% MTDC for Research allowed on institutional match.
Traditional Graduate Fellows

- Program has been eliminated.
- SREB Diversity Supplement limited to Graduate School submission.

IMPORTANT REMINDERS!

For ALL Programs

- PIs who are delinquent in submitting contractually required reports for prior or existing Board of Regents Support Funds and/or Federal awards managed by the Board of Regents Sponsored Programs Section are precluded from submitting a proposal in response to this RFP until the required report(s) has been received and accepted by the Board.

- The online proposal submission system is programmed to close at 4:30pm on the deadline date.
**Special Budgetary Considerations**

- Budget spreadsheets for each program are available on the OSP website.

- Since BoR limits F&A on Support Fund programs, the spreadsheets will automatically calculate unrecovered F&A as institutional match.

- BoRSF disallows GA tuition as requested funds but allows as match. If support for a GA is requested, the spreadsheet will automatically calculate unrecovered GA tuition as institutional match.
  - ORED has provided special approval to use tuition as match for BoRSF proposals only.
  - Enhancement requires a manual calculation.

**Available Resources**

- **LSU OSP website**
  - Detailed instructions for submitting NOIs
  - Printable list of routing and submission deadlines
  - At-a-Glance program information sheets
  - Budget worksheets

- **Board of Regents website**
  - RFPs
  - FAQs (Deadline for submitting questions - 11/01)
    - Running list of FAQs is now posted.
  - Consultants’ reports
  - Request up to 5 copies of previous proposals via email to support@laregents.org
    - Include in the request: proposal number, proposal program, proposal submission cycle, proposal title, PI first and last name, proposal institution

- **LOGAN**
### NOI / Proposal Routing Deadlines

<table>
<thead>
<tr>
<th>Program</th>
<th>NOI Deadlines</th>
<th>OSP Routing Deadline (SPS)</th>
<th>BoR/LOGAN Proposal Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITRS</td>
<td>NOI uploaded to LOGAN and released to OSP: 9/1</td>
<td>October 17</td>
<td>October 31 at 4:30pm</td>
</tr>
<tr>
<td></td>
<td>BoR submission: 9/11 at 4:30pm</td>
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<tr>
<td>P-o-C/P</td>
<td>NOI uploaded to LOGAN and released to OSP: 9/1</td>
<td>October 17</td>
<td>October 31 at 4:30pm</td>
</tr>
<tr>
<td></td>
<td>BoR submission: 9/11 at 4:30pm</td>
<td></td>
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</tr>
<tr>
<td>RCS</td>
<td>NOI uploaded to LOGAN and released to OSP: 9/1</td>
<td>October 24</td>
<td>November 7 at 4:30pm</td>
</tr>
<tr>
<td></td>
<td>BoR submission: 9/11 at 4:30pm</td>
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<tr>
<td>RCS 1-YR</td>
<td>NOI uploaded to LOGAN and released to OSP: 9/1</td>
<td>October 24</td>
<td>November 7 at 4:30pm</td>
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<tr>
<td></td>
<td>BoR submission: 9/11 at 4:30pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive ENH</td>
<td>Internal NOI to be submitted to OSP: TBD</td>
<td>October 31</td>
<td>November 14 at 4:30pm</td>
</tr>
<tr>
<td>Targeted ENH</td>
<td>Internal NOI to be submitted to OSP: TBD</td>
<td>October 31</td>
<td>November 14 at 4:30pm</td>
</tr>
<tr>
<td>ATLAS</td>
<td>NOI uploaded to LOGAN and released to OSP: 10/3</td>
<td>November 7</td>
<td>November 21 at 4:30pm</td>
</tr>
<tr>
<td></td>
<td>BoR submission: 10/10 at 4:30pm</td>
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</tbody>
</table>

- NOIs are not routed through SPS.
- After the NOI deadline for ITRS, P-o-C/P, RCS, RCS 1-Yr and ATLAS, OSP will email each departmental grant coordinator with a spreadsheet of their investigators who submitted NOIs.
- OSP Contacts for NOI submissions
  - Chad Treadaway: ITRS and P-o-C/P
  - Jennifer Donaldson: RCS, RCS 1-YR, and ATLAS
- An internal NOI will be required for Comprehensive and Targeted ENH.
  - Due Date: TBD
ORED Board of Regents Support Fund Workshop

- Thursday, August 24th, 11:30am-1pm
- 129 Himes Hall
- Target Audience – Faculty

See http://www.lsu.edu/research/events/workshops.php for workshop details and registration.

Board of Regents Outreach

- Ask A Program Manager (On Campus Face-to-Face meetings)
  - Tuesday, August 29th, 1-4pm
  - Bryan Jones – Enhancement
  - Carrie Robison – ATLAS
  - Zenovia Simmons – RCS, RCS One-Year, P-o-C/P & ITRS

- Board of Regents Support Fund Webinar
  - August 25th, 9-10am in the Digital Media Center Auditorium
  - https://osp_borsf_workshop.eventbrite.com

- Ask-the-Program Manager Days in September
  - Schedule 15-minute Skype or phone session

- Program Managers are also available by phone and email to answer questions and discuss projects prior to November 1st.
  - https://web.laregents.org/downloads_page/frequently-asked-question/
BoR Program Manager Contacts

Enhancement
Bryan Jones
➢ Email: bryan.jones@la.gov
➢ Phone: (225) 342-4253

ATLAS
Carrie Robison
➢ Email: carrie.roider@la.gov
➢ Phone: (225) 342-4253

RCS, RCS 1-Year, P-o-C/P and ITRS
Zenovia Simmons
➢ Email: zenovia.simmons@la.gov
➢ Phone: (225) 342-4253

OSP Contacts for BoR Proposals

Points of Contact by Team and Program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Purple Team</th>
<th>Gold Team</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Specialist</td>
<td>Email</td>
</tr>
<tr>
<td>ITRS</td>
<td>Jennifer Donaldson</td>
<td><a href="mailto:jdelat2@lsu.edu">jdelat2@lsu.edu</a></td>
</tr>
<tr>
<td>P-o-C/P</td>
<td>Jennifer Donaldson</td>
<td><a href="mailto:jdelat2@lsu.edu">jdelat2@lsu.edu</a></td>
</tr>
<tr>
<td>RCS</td>
<td>Tiffany Wesley</td>
<td><a href="mailto:twesley@lsu.edu">twesley@lsu.edu</a></td>
</tr>
<tr>
<td>RCS One-Year</td>
<td>Lisa Gremillion</td>
<td><a href="mailto:lgremillion@lsu.edu">lgremillion@lsu.edu</a></td>
</tr>
<tr>
<td>Comprehensive ENH</td>
<td>Jennifer Donaldson</td>
<td><a href="mailto:jdelat2@lsu.edu">jdelat2@lsu.edu</a></td>
</tr>
<tr>
<td>Targeted ENH</td>
<td>Jennifer Donaldson</td>
<td><a href="mailto:jdelat2@lsu.edu">jdelat2@lsu.edu</a></td>
</tr>
<tr>
<td>SREB</td>
<td>Lacy Inmon</td>
<td><a href="mailto:linmon@lsu.edu">linmon@lsu.edu</a></td>
</tr>
<tr>
<td>ATLAS</td>
<td>Tiffany Wesley</td>
<td><a href="mailto:twesley@lsu.edu">twesley@lsu.edu</a></td>
</tr>
</tbody>
</table>

Or call OSP at 578-2760 to request assistance with Board of Regents proposals.
Effective 01/08/2017, the NIH salary cap limit, Executive Level II of the Federal Executive Pay Scale has increased:

- $187,000 for 12 month appointment
- $140,250 for 9 month appointment
- $15,583.33/month

No adjustments will be made to current awards
- You may rebudget to accommodate the current Executive Level II salary level.
Prior approval requests can now be submitted in eRA Commons.
- New Prior Approval Module

Requests submitted by OSP
- Sponsor approved no-cost extension request
- Change of PI request
- Carryover request
- Request to withdraw proposal

Requests submitted by PI
- Approval to submit a proposal with direct costs of over $500k in any budget year.

August 30th 1-2:30pm

NIH will discuss the Annual, Interim, and Final Research Performance Progress Reports (RPPR), along with sharing the latest updates on RPPR policies and process updates.

This webinar is designed for principal investigators, signing officials, and delegated officials responsible for the development and submission of progress reports to the NIH.

Registration at:
https://register.gotowebinar.com/register/8165062792709498114
NIH Individual Development Plans (IDPs)

- NOT-OD-14-113 and NOT-OD-13-093
- IDPs are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.
- Annual RPPRs must include a description of whether the institution uses IDPs or not and how they are employed to help manage the training and career development of those individuals in Section B.4.
- Postdoctoral scholars: http://www.lsu.edu/research/departments/Postdoctoral_Affairs/individual_development_plan.php
- Graduate students: http://www.lsu.edu/graduateschool/faculty-staff/idp-policy.php

NIH Grants.gov Errors

- R&R Subaward Budget Attachment Form
  - For use with detailed Research & Related Budget for LSU that includes subawards.
  - You must extract the subaward budget attachment from the grants.gov application package associated with the FOA.

10 YEAR R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Instructions: On the form, you will attach the 10 Year R&R Subaward Budget files for your grant application. Complete the subaward budget(s) in accordance with the 10 Year R&R budget instructions. Please remember that any files you attach must be a PDF document.
NIH Grants.gov Errors

- Filenames of 50 characters or less (including spaces).
- Use any of the following characters: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.
- Use one space (not two or more) between words or characters and do not begin the filename with a space or include a space immediately before the .pdf extension.
- Avoid the use of ampersand (&) since it requires special formatting (i.e., &amp).

Federal Updates
Research Terms and Conditions (RTC)

- Updated RTCs that address Uniform Guidance (2 CFR 200) now available
- Currently implemented by:
  - National Science Foundation
  - National Institutes of Health
  - Department of Energy
  - US Department of Agriculture – National Institute of Food & Agricultures (NIFA)

Coming soon:
- National Aeronautics and Space Administration (NASA) – 10/2017
- U.S. Department of Commerce – 10/2017
- Federal Aviation Administration (FAA) – 10/2017
- U.S. Department of Homeland Security (DHS) – 10/2017
- U.S. Environmental Protection Agency (EPA) – 12/2017

Agency specific Terms and Conditions also available for agencies that have implemented RTCs.
- See award terms for applicability
Grants.gov Workspace

- Grants.gov PDF application packages will be phased out on December 31, 2017
- Will no longer be able to download PDF packages after December 31, 2017
- For FOAs where applicants have downloaded the PDF package, they will be able to submit until March 31, 2018
- Grants.gov Workspace provides applicants with a shared, online environment to collaboratively complete and submit grant applications.
New OSP Trainings

- OSP Grants.gov Workspace Training
  - September 26, 9-10:30am
  - December 12, 9-10:30am

- OSP NIH ASSIST Training to immediately follow:
  - September 26, 10:30-11:30am
  - December 12, 10:30-11:30am

- Register at http://training.lsu.edu

OSP Updates
Change of PI/Co-PI

- Notify OSP as soon as you learn of a departing PI or Co-PI so that we can work with you to secure sponsor approval to change the PI/Co-PI.

- If a PI or Co-PI leaves LSU, departments need to remove the Principal Investigator, Lead Principal Investigator and Co-Principal Investigator roles from the position in Workday.

- Change of PI/Co-PI Addendum
  - Should be attached to OSP-2 form requesting a Change in PI/Co-PI
  - Secures certifications from new PI/Co-PI as well as their Department chair/Director.

Change of PI/Co-PI Addendum

CHANGE OF PRINCIPAL INVESTIGATOR (P) OR CO-PRINCIPAL INVESTIGATOR (CO-P) ADDENDUM

Office of Sponsored Programs

The purpose of this form is to obtain necessary information from the new PI/CoPI and their respective units. Complete the information below, obtain signatures and email a signed pdf including OSP-2 form to sponsoredprograms@lsu.edu or return original to OSP, 202 House Hall.

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Sponsor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSS Proposal #:</td>
<td>LSU Award #:</td>
</tr>
</tbody>
</table>

Contact: E-mail: Phone:

A. REQUEST TO CHANGE PRINCIPAL INVESTIGATOR (P)

<table>
<thead>
<tr>
<th>Original PI:</th>
<th>Cost Center:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New PI:</td>
<td>Cost Center:</td>
<td>Email:</td>
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</tbody>
</table>

B. REQUEST TO CHANGE CO-PRINCIPAL INVESTIGATOR (CO-P)

<table>
<thead>
<tr>
<th>Original Co-PI:</th>
<th>Cost Center:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Co-PI:</td>
<td>Cost Center:</td>
<td>Email:</td>
</tr>
</tbody>
</table>
Change of PI/Co-PI Addendum

CERTIFICATIONS

PM-67 Financial Interests - Does the Principal Investigator, any other project personnel, or other department personnel (including any immediate families) have a financial interest in the sponsor or any proposed contractor? Excessive of interest may include stocks, stock options, other ownership interests. See PM-67 for detailed guidance.

PS II NSF/PHS Prime Funding Agency: Disclosure of Significant Financial Interests - Does any investigation(s) or laber(ies) as defined in PS II have any significant financial interests to disclose? If yes, a completed Significant Financial Interests Disclosure Form available on OSP's website must be submitted to OSP for each affected individual required by PS 19.

For Change in PI: New PI, Chair/Unit Director and Dean (if required by college policy) certify by signature below that the action requested is acceptable. PI further certifies that he/she agrees to serve as the primary individual responsible for the technical progress, scientific integrity and fiscal and administrative management throughout the period of the award and agrees to manage and control project funds in a prudent manner and expend funds to directly support the project effort in accordance with the restrictions imposed by the award terms and conditions and University policy. PI certifies that the certifications above are accurate and further certifies that the terms, conditions, and certifications included in SPS for this proposal remain accurate.

For Change in Co-PI: Existing PI, new Co-PI, Chair/Unit Director and Dean (if required by college policy) certify by signature below that the action requested is acceptable. Existing PI and Co-PI certify that the certifications above are accurate and further certify that the terms, conditions, and certifications included in SPS for this proposal remain accurate.

Note: If Change of PI is between Cost Centers, approval of Chair/Unit Director of Departing PI is required.

<table>
<thead>
<tr>
<th>POST/DEPARTMENT/APPRECIATIONS</th>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/Existing PI (REQUIRED)</td>
<td></td>
<td></td>
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<tr>
<td>New Co-PI (REQUIRED FOR CHANGE OF CO-PI)</td>
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</tr>
<tr>
<td>Chair/Unit Director of New/Existing PI (REQUIRED)</td>
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<tr>
<td>Chair/Unit Director of new Co-PI (if different than PI)</td>
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<tr>
<td>Dean of New/Existing PI (Required, if by College Policy)</td>
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<td></td>
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<tr>
<td>Dean of New Co-PI (Required, if by College Policy)</td>
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<tr>
<td>Other</td>
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</table>

Provide any notes to assist OSP in its review.
**ORED Update**

- Request for Approval of Cost Sharing or Indirect Cost Waiver form now submitted using online InfoReady system
- Forms should be completed, signed and then submitted in InfoReady
  - Form has been updated
  - http://lsu.infready4.com

**Request to Establish Tentative Grant (AS494)**

- OSP will no longer be completing AS494 forms for fully-executed awards sent to SPA.
- If a tentative grant is needed prior to award set-up in Workday, the department must complete the AS494 form and email the form to osp@lsu.edu.
- If an award is not in Accepted status in SPS, then signature from the Department Chair/Director is required.
  - OSP will confirm all required approvals have been received.
  - OSP will then email to SPA for set-up in Workday.
- If an award is in Accepted status in SPS, then signature is not required.
  - OSP will email to SPA for set-up in Workday.
SPS Reminders

- Legacy Department Codes will continue to be used and maintained to enable SPS approvals.
  - If the Legacy Department Code does not automatically load for an individual in SPS, use the FDM Translation tool in myLSU to do a Reverse Translation Lookup to find the Legacy Department Code associated with the individual’s Cost Center.

- If you create a new Cost Center, OSP will also need to set up a Legacy Department Code for SPS approvals.

Security Access

- To change SPS access/approvers, use the Legacy Security Access Request in myLSU.

- Terminated individuals are not automatically removed from SPS Access.

- To change or add a Grant Financial Analyst in Workday, use the Workday Security Access Request in myLSU.
Welcome our new staff!

- Tiffany Wesley, Grant/Contract Specialist
  - Moved from Administrative Office Coordinator to Purple Team

- Leighann Rawls
  - Administrative Office Coordinator

- Danielle Taylor
  - Operations Coordinator

See http://www.lsu.edu/research/events/workshops.php for workshop details and registration.

Workshops:
- Board of Regents Support Fund: Grant Writing
- NSF MRI Submissions Workshop
- Digital Commons – LSU’s Institutional Repository
- How to Talk to the Media
- Financial Conflicts of Interest (FCOI) – PS98
- Strategies for Incorporating Undergraduates into your Research Program

- Encourage your new and existing Faculty to attend these workshops.
Questions

OSP Contact Information

Location: 202 Himes Hall
Website:  www.lsu.edu/osp
Phone: 578-2760
Fax: 578-2751
Email: osp@lsu.edu

Rebecca Trahan: rtrahan@lsu.edu