SPONSORED PROGRAMS SYSTEM (SPS)

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Office of Sponsored Programs (OSP)

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TRAINING SESSION OVERVIEW

- SPS - System Features
- SPS - System Overview
- Workspace
- Proposal Creation Demonstration
- Resources
WHAT IS A SPONSORED PROJECT?

- Externally funded research, public service or instruction activity
- Funded by a grant, contract or cooperative agreement
- Usually requires a report or deliverable, and fiscal accountability
- Funding is for a specific purpose, and time period
- Not an unrestricted gift

WHY IS IT IMPORTANT?

- ~1,500 sponsored research projects
- ~$144 million in external funding for FY 15
- National Flagship Agenda
- Accountability
OFFICE OF SPONSORED PROGRAMS (OSP)

What do we do?
- Handle all proposal activity for the University
- Negotiate and approve awards, including amendments
- Draft subawards
- Handle prior approval request
- Provide current information, advice, and assistance to faculty and staff related to sponsored programs
- The OSP Director is the Authorized Official for the University and is the only person authorized to sign on behalf of the University for sponsored projects

WHAT IS SPS?
Sponsored Programs System

- LSU’s web-based internal proposal routing and approval system.
- Integrated with other LSU systems such as Mainframe.
- Proposal tracking and data storage system used for University reports.
**WHO USES SPS?**

**Investigators/Researchers**
- Faculty/Staff
- Research Associates
- Postdoctoral Associates

**Reviewers**
- Colleges
- Departments
- Special Approvals

**OSP / SPA**
- Tracking
- Internal Reports

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**HOW DO I ACCESS SPS?**

Approvers can access SPS through myLSU or their workspace.

Users access SPS through myLSU under Research Support.

If an approver/reviewer needs to be added/modified, the Security Access Request found in myLSU under Financial Services must be completed.
ACCESSING THROUGH WORKSPACE

New Documents for your review
ACCESSING THROUGH MYLSU

SPS HOME
On the SPS Home screen, the following tabs will appear:

- Coversheet
- Investigators
- Attachments
- Routing

The currently active tab that you are working on will appear in white. All inactive tabs will appear grayed.

Inactive tabs are not accessible. Gray text indicates elements cannot be edited.

White background indicates current element (active tab)
A red asterisk * indicates required field. After you enter all the required information in the Coversheet tab and click save and continue, your New Proposal will be given a proposal number which will appear as shown below.

Proposal 30714-1 (Pending)

A display of the proposal number, transaction number and status of the proposal appears as shown above.

Transaction Types

New: Submitted to the sponsor for the first time or is re-submitted after being officially declined by the sponsor.

Preproposal NOI: Notifies sponsor of PI's intent to submit a proposal.

Continuation: Original proposal is being amended to request additional funds & time or PI is requesting next year's funds, which are already approved by the sponsor.

Modification: Modification to existing award (no-cost extension, revised budget, PI change, transfer, termination, etc.)

Revision: Modifies a pending or un-funded proposal which is currently under sponsor review.

Supplement: Requests increased support for an awarded project in the current budget period. It may include an expansion of the project's scope but starts within the original time period.
### PROPOSAL TYPES

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>New</td>
<td>Submitted to the sponsor for the first time or is re-submitted after being officially declined by the sponsor.</td>
</tr>
<tr>
<td>Renewal</td>
<td>Competing continuation proposal which requests new funding to an existing award beyond its original term, proposes a new scope of work, receives a new proposal number.</td>
</tr>
<tr>
<td>Non/Compete SNAP</td>
<td>Requests next year funds which are already approved in a multi-year or multi-phase award. This proposal type is usually in the form of a progress report (e.g., NIH-SNAP, DOE’s plan for next year’s funds).</td>
</tr>
</tbody>
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### INVESTIGATOR TAB

A check mark indicates information on Coversheet is completed. The Active tab indicates:

- [ ] Active tab
The % F&A Distribution is used to capture the Facilities and Administrative cost (F&A) return shared by collaborating investigators and/or departments. Budget and Planning is currently using % F&A Distribution in SPS to allocate F&A rebate to colleges for collaborative projects.

The % Project Credit is used to capture sponsored project activity at the investigator and/or department level. Sponsored Program Accounting (SPA) is currently using % Project Credit in SPS for monthly reports (by college, by department, by PI etc.) at the link below:

http://www.lsu.edu/administration/ofa/oas/spa/monthly_report.php

CREDIT DISTRIBUTION POLICY

- Issued by ORED, February 2012
- F&A Credit Distribution unchanged.
- Project Credit Distribution change:
  - Should be allocated 100% to academic units
  - Check “Special Facilities, Services, Centers (e.g. CCT, CAMD) required? List here.” on SPS Coversheet and type non-academic unit in “Description” box.
  - This will allow centers and institutes to count the number of proposals that utilize their facilities and services.
• All proposal attachments required for a streamlined or expanded review must be uploaded in PDF format.

• Source documents, internal to LSU, can be uploaded in Word or Excel format.

Once you route your proposal, the status will change from Pending to Routing and will be submitted for approval.
Certain aspects of SPS are locked once a proposal has been routed to maintain data integrity

- Coversheet
- Investigator Tab

**Proposal Routing**

- All proposals must be routed electronically for OSP approval using LSU's Sponsored Programs System (SPS) before being submitted to sponsors.

- Lead Time for Processing:
  - 3 business days before mailing or electronic submission deadline
  - 5 business days for NIH Grants.gov submissions
  - 10 business days for expanded review of large proposals

- Procedures When Sponsor Limits Number of Applications
- Proposals to Private Entities
What is needed for a Streamlined Review:
- Proposal coversheet (if required)
- Budget & Budget Justification
- Sponsor forms which contain budgetary information or require institutional signature
- Subcontractor paperwork (if applicable)
- RFP (if applicable)
- If electronic submission by OSP, electronic proposal must be released in the sponsor system simultaneously.
- If Grants.gov submission, Grants.gov package (minus the proposal narrative) must be uploaded to SPS.

What is needed for an Expanded Review:
- All information under Streamlined Review
- Final Complete Proposal
- Subcontractor scope of work (if applicable)

Expanded Review is conducted when:
- Requested by PI and entire proposal is uploaded to SPS with proper lead time
- Proposals to private entities when a Standard Research Agreement is prepared
- Non-Competing Continuation Proposals (e.g. NIH SNAP)
- Revised proposals are submitted in anticipation of an Award
- When sponsor requests additional information in order to issue an award (i.e. NSF revised budget)
**Principal Investigator (PI):**
- Information is accurate and complete
- Cost sharing is identified
- Complies with Federal, University and Sponsor regulations and policies
- Any significant financial interest are disclosed
- For any NIH/PHS proposals, any false, fictitious, or fraudulent statements may subject the PI to criminal, civil or administrative penalties

**Department Chair and Dean:**
- Proposed activities are appropriate for the individuals, units and University
- Necessary resources are available, including investigators’ effort and cost sharing
- Agreement with the % F&A Distribution and % Project Credit

**Submission**
- Regular Mail or FedEx (PI responsibility)
- Electronic Submission
  - PI Driven
    - Electronic Systems such as AKC Foundation
    - Email Submission
  - OSP Driven
    - Grants.gov
    - NSF Fastlane
PROJECT STATUS

Pre-Submission

- **Pending**: Proposal is under development
- **Routing**: Proposal is complete & approvals are being obtained
- **Withdrawn by PI**: Proposal was withdrawn prior to submission
**PROJECT STATUS**

**Submitted/Pre-Award**

- **Submitted**
  - All approvals were obtained & proposal was submitted to sponsor

- **Revised**
  - Proposal was altered after original submission

- **Withdrawn**
  - Proposal was withdrawn after submission

**PROJECT STATUS**

**Submitted/Post-Award**

- **Awarded**
  - Proposal was funded; not accepted

- **Accepted by LSU**
  - Award accepted by LSU but not by sponsor

- **Accepted**
  - Award accepted by LSU and Sponsor
**PROJECT STATUS**  
Submitted/Post-Award Cont.

- **Declined**  
  Proposal not funded

- **Completed**  
  Project complete & reports submitted

- **Terminated**  
  Award terminated by sponsor, LSU or transferred

- **Award to PI**  
  No funds were sent to LSU

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**SPS SEARCHES**

**Search Criteria**

- Sponsor
- Department
- Investigator
- Title
**AWARDS & MODIFICATION**

- Awards are routed hard copy using the Award Approval Form (OSP-1), not through SPS.
- Modification requests may be routed electronically through SPS, or hard copy using the Request to Modify Existing Award Form (OSP-2).

**TO CREATE A MODIFICATION**

Go to the proper proposal in SPS. Note: The transaction must be in accepted status to create a modification.
Select the correct modification type. Then complete the coversheet, investigators, and attachment tabs and route for approval.

### TO CREATE A MODIFICATION CONT.

<table>
<thead>
<tr>
<th>Modification Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>No-Cost Extension</td>
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<tr>
<td>Revised Budget</td>
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<tr>
<td>Reduction in FTEs</td>
<td></td>
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<tr>
<td>Change in Scope</td>
<td></td>
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<tr>
<td>Change in PIs</td>
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<tr>
<td>Transfer of Key Personnel</td>
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<tr>
<td>Termination of an Award</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

If you have a Federal grant (Expanded Authorities apply) or cooperative agreement which includes "Expanded Authorities", LSU has the authority to approve the following modifications to your project:

- Additional Compensation
- No-Cost Extension (Internal Approval)
- Pre-Award Costs up to 90 days
- Special Purpose Equipment Acquisition

### OSP WEBSITE RESOURCES

**[www.lsu.edu/osp](http://www.lsu.edu/osp)**

- OSP Guide
- SPS Guide
- Budget Worksheets
  - LSU Generic Budget
  - NIH Modular Worksheet
  - NSF Budget
- Proposal Processing Checklist
- Grants.gov templates
- Useful information and University contacts
- Sample SF424 and SF424(R&R)
- Fringe and F&A rates

CONTACT

- Office of Sponsored Programs: osp@lsu.edu
  - For questions about creating a proposal: 578-2760
    - Ryan Greer rgreer1@lsu.edu

- Office of Computing Services
  - For technical questions/help with SPS:
    - Help desk 578-3375

- SPS Feedback Email Address: osp@lsu.edu
  - For feedback/suggestions