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?

- ~1,300 sponsored research projects
- ~$141 million in external funding for FY 16
- National Flagship Agenda
- Accountability
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 Workday.
- 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
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 Legacy Security Access Request found in myLSU under Financial Services must be completed.
ACCESSING THROUGH WORKSPACE
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<tr>
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<th>Document Description</th>
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<th>Status</th>
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New Documents for your review
ACCESSING THROUGH MYLSU

Prep for Midterms
How-To Session:
October 3 • 3:30 p.m. - 4 p.m.
B-2 Coates Hall

LSU Researchers Looking for Participants!
LSU Researchers Looking for experienced and novice Actors!
Moodle Training

LSU Strategic Plan Update
Latest Updates
The Process

Web Resources
LSU A-Z
IT'S Help Desk
TigerWare
Alert Messages

Recent Update: On July 1, 2016, LSU migrated its human resources, payroll, and financial systems to Workday. However, the Office of Sponsored Programs (OSP) will continue to use the SPS system for proposal routing. For the SPS system to continue working and for reporting between pre and post award systems, LSU’s legacy 5-digit department codes are being mapped to equivalent Workday cost center values.

For the SPS system only, both legacy department codes and equivalent Workday cost center values will be displayed.

If you need to create a Revision, Renewal, Continuation, Supplement or Modification for an existing proposal and do not have the option available in the drop down menu, please contact OSP at osp@lsu.edu or 578-2760.

Click here for News and Announcements.

Actions
Create New Proposal
Review Routing Proposals
View All My Proposals

My Proposals
Please note that following searches will only search the proposals to which you have access.

To view status definitions click on the expand button.

Expand - ( Collapse - ()

View By Proposal Status
- Pending
- Routing
- Submitted
- Disapproved
- Withdrawn
- Withdrawn by PI
SPS DEMONSTRATION
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

<table>
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<th>Type</th>
<th>Description</th>
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<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>Preproposal NOI</td>
<td>Notifies sponsor of PI’s intent to submit a proposal</td>
</tr>
<tr>
<td>Continuation</td>
<td>Original proposal is being amended to request additional funds &amp; time or PI is requesting next year’s funds, which are already approved by the sponsor</td>
</tr>
<tr>
<td>Modification</td>
<td>Modification to existing award (no-cost extension, revised budget, PI change, transfer, termination, etc.)</td>
</tr>
<tr>
<td>Revision</td>
<td>Modifies a pending or un-funded proposal which is currently under sponsor review</td>
</tr>
<tr>
<td>Supplement</td>
<td>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</td>
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**PROPOSAL TYPES**

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

**Renewal**
- 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.

**Non/Compete SNAP**
- 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).
**PROJECT FUNCTION TYPE**

- **Research** - All sponsored research and development activities, and research training activities and other separately budgeted research.
  - Basic - Research undertaken primarily to acquire new knowledge without any particular application or use in mind.
  - Applied - Research conducted to gain the knowledge or understanding to meet a specific, recognized need.
  - Development - They systemic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design & development of prototypes & processes.
Instruction - All activities which are part of the instruction program, including teaching and non-research training activities, organized activities relating to education departments, extramural teaching & correspondence study; excludes office of college deans & equivalent academic administration.

Public Service - Cooperative extension, short courses & conferences, institutes & other non-instructional services beneficial to external groups

Scholarship/Fellowship - Grants-in-aid, trainee stipends, tuition & fee waivers & prizes.
COST SHARING

- LSU's policy on cost sharing and matching on sponsored projects is [FASOP AS-06](#).
- The Office of Research & Economic Development has developed a standardized form, Request for Approval of Cost Sharing or Indirect Cost Waiver, to request approval for Cost Sharing. This form can also be found on the [ORED website](#) on the "Resources for Faculty" page in the "Forms" section.
- PI’s should only commit cost sharing when required by the sponsor (sponsor mandated cost sharing)
- Cost sharing commitments are a condition of the award & subject to audit.
A check mark indicates information on Coversheet is completed.

Active tab
What’s the Difference?

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:

www.lsu.edu/administration/ofa/oas/spa/monthlyreport.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.
- ORED’s Policy can be found here:
  [http://www.lsu.edu/research/resources_for_faculty/research_policies/credit_distribution.php](http://www.lsu.edu/research/resources_for_faculty/research_policies/credit_distribution.php)
• 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
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)
APPROVER RESPONSIBILITIES AND CERTIFICATIONS (NON-EXHAUSTIVE)

- **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
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
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
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
Search Criteria

- Sponsor
- Department
- Investigator
- Title
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 us 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.
TO CREATE A MODIFICATION CONT.

Select the correct modification type. Then complete the coversheet, investigators, and attachment tabs and route for approval.
OSP WEBSITE RESOURCES
www.lsue.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
    - Gina Billiot glarpe1@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