Sponsored Programs New Developments and Important Reminders

Rebecca Trahan
Office of Sponsored Programs
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Training Session Overview

- National Institutes of Health (NIH) Update
- National Science Foundation (NSF) Update
- OSP Updates and Reminders
- Q & A
NIH Update

• Adobe Forms B2
• Revised NIH Grants Policy Statement
• Grantee Approved No-Cost Extensions
• Continuing Resolution

NIH Adobe B2 forms

• NIH is transitioning to a new Grants.gov Adobe application package (ADOBE-FORMS-B2)

• Used for new FOAs posted on/after July 22, 2011.

• R01, R03, R21 parent announcements were reissued with new forms.
  – Can use either the previous parent FOAs with ADOBE-FORMS-B1 or the new FOAs with ADOBE-FORMS-B2 package for deadlines on/before January 7, 2012. NIH advises applicants to use the B2 forms whenever possible.
NIH Adobe B2 forms

  - Includes common Grants.gov and eRA Commons errors and warnings

- NIH's Annotated SF424 Application Forms can be found at http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms

NIH Grants Policy Statement (NIH GPS)

- NOT-OD-12-003
- NIH GPS rev. 10/1/2011 is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after 10/1/2011.
  - Incorporates policy changes made since 10/1/2010 issuance.
Grantee Approved No-cost Extensions

- NOT-OD-11-098
- LSU may internally approve the first no-cost extension of up to 12 months on NIH grants.
- OSP must notify NIH of this extension.
- Effective 10/1/2011, NIH is requiring this notification to be made via eRA Commons
  - NIH will no longer accept notifications via fax or email.
  - PI must route OSP-2 form and complete Section B.
  - OSP submits notification in eRA Commons.

NIH Continuing Resolution

- NOT-OD-12-017
- NIH is operating under a continuing resolution through 12/16/2011 at the FY2011 level minus 1.5%.
- Until FY2012 appropriations are enacted, all non-competing grant awards will be issued at a level below the amount indicated on the most recent Notice of Grant award (generally up to 90% of the previous amount).
  - Upward adjustments will be considered after the FY2012 appropriations are enacted.
NSF Project Durations

• Effective 10/21/2011, all new grants will specify the award effective date and anticipated “final” expiration date.
  – Grants will cover entire proposed period though funding may only be for first year.
  – Amendments will provide incremental funding, but not time.
• For awards made prior to 10/21/2011, NSF unilaterally updated the expiration date to match outstanding increments.
  – NSF provided OSP with spreadsheet of affected grants and their new expiration date.
  – SPA is updating COA to reflect the change.

OSP Updates and Reminders

• New OSP Forms
• Proposal Processing Checklist
• Graduate Student Fringe and Tuition Remission
• Industry Funding Matrix
• Limited Submissions
• Retired Faculty on Grants
• SPS Authorization
OSP-1 Form – Award Approval Form

- Replaces Sections A & B of AMAF
- Attach to all new awards
  - Complete top and Section A.
- Attach to all amendments.
  - Complete top and Section B.
- PI must sign. Department chair and/or dean sign if required by department and/or college policy.
- Send to OSP as pdf to osp@lsu.edu or hard copy to 202 Himes Hall.
  - Not routed in SPS.

OSP-2 Form – Request to Modify Existing Award

- Replaces IPARF and Section C of AMAF

**Sponsor Approval Needed (Section A)**

- All prior approval requests must be sent to OSP for review and approval **before submission to sponsor**.
- Complete top and Section A of OSP-2
- Attach request addressed to sponsor.
- OSP will counter-sign request.
OSP-2 Form – Request to Modify Existing Award (continued)

Internal Prior Approval (Section B)

• Some federal agencies have granted Universities “Expanded Authorities” to internally approve certain actions on federal grants and cooperative agreements, but not on contracts.
  – Special restrictions in the award document take precedence over expanded authorities.

• Complete top and Section B of OSP-2.
• Attach justification.

Routing

• PI and Department chair must sign. Dean signs if required by college policy.
• Modification request can be:
  – Routed in SPS
  – Emailed to OSP as pdf to osp@lsu.edu
  – Submitted via hard copy to 202 Himes Hall.
OSP-3 Form – Request to Draft Subaward

- Replaces Request to Draft Subaward.
- Complete form to initiate a subaward.
- Send to OSP as pdf to osp@lsu.edu or hard copy to 202 Himes Hall.
  - Not routed in SPS.
  - OSP-3 can be sent with OSP-1 form.
- OSP will draft the subaward and email to PI for review.
- PI approves and department administrator completes a requisition in the PRO system, attaches the subaward and releases to Purchasing.
- Refer to Subaward Processing Checklist: http://www.fas.lsu.edu/purchasing/PDFs/Subaward%20Processing%20Checklist.pdf

OSP-4 Form – Request to Amend Subaward

- Complete form to initiate a subaward amendment.
- Send to OSP as pdf to osp@lsu.edu or hard copy to 202 Himes Hall.
  - Not routed in SPS.
  - OSP-4 can be sent with OSP-1 form.
- OSP will draft the subaward amendment and email to PI for review.
- PI approves and department administrator completes a P.O. alteration in the PRO system, attaches the subaward amendment and releases to Purchasing.
Proposal Processing Checklist

- OSP has released a Proposal Processing Checklist for Departments/Principal Investigators
  - What needs to be routed for Streamlined and Expanded Review
  - Review of budget
  - Proposal submission
  - What is needed for Collaborative Proposals with Ag Center and Pennington
  - When a preproposal needs to be routed
  - Limited Submission process
  

Graduate Assistant Fringe Benefits

- Effective 1/1/2012, proposals submitted with graduate assistant salaries must include fringe benefits on graduate assistant salaries
- Graduate Assistant fringe benefit rate = 3%
- Graduate Assistant fringe benefit rate does not apply to fellowship stipends.
- Fringe benefits can change annually. See OSP website for current rates.
Graduate Assistant Tuition Remission

• Effective 1/1/2012, proposals submitted with graduate assistant salaries must include tuition remission in the budget.

Proposed Plan for Budgeting Tuition Remission *(Details have not been finalized and are subject to change)*

• Budget the minimum full time, in-state tuition amount for graduate students.
  – Currently $6,485 (Fall 2011=$2600, Spring 2012=$2589, Summer 2012=$1296)
  – See [www.bgatermplan.lsu.edu/fees.htm](http://www.bgatermplan.lsu.edu/fees.htm) for current rates
• A 10% escalation should be included for future budget years.

• Generic budget will be posted on OSP website soon.

Graduate Assistant Tuition Remission (continued)

• Tuition remission should not be included in the budget if the sponsor’s published guidelines do not allow tuition remission.

• Tuition Remission does not apply to fellowship stipends.
  – See fellowship proposal guidelines for the handling of tuition.

• Tuition Remission is exempt from F&A.
Industry Funding Matrix

- **Express Grant** – one page document that covers terms and conditions.
- **Sponsored Research Agreement** – LSU’s standard agreement with industry
- **Academic Research Services Agreement** – used when faculty will be measuring, testing or fabricating sponsor owned proprietary materials.
- **Clinical Study Agreement** – used when LSU will conduct clinical trial.
- **Sponsored Issued Agreement**

* F&A is federally negotiated rate plus 5% (excludes federal flow through)
** F&A is federally negotiated rate plus 10% (excludes federal flow through)

Limited Submissions

- If a Request for Proposal (RFP) limits the number of proposals that LSU can submit, the Office of Research and Economic Development (ORED) must approve selection of the LSU proposal(s).
- See ORED Limited Submission website [http://research.lsu.edu/FundingResources/LimitedSubmissionPrograms/item31375.html](http://research.lsu.edu/FundingResources/LimitedSubmissionPrograms/item31375.html)
  - ORED posts information on internal competitions.
  - Contact ORED regarding limited submissions that are not on their website.
Retired Faculty on Grants

• Return-to-work provisions for TRSL and LASERS employees who retire after July 1, 2010 indicate that their retirement benefits will be suspended for the duration of their re-employment.
  – Emeritus faculty are eligible to be PI or Co-PIs on sponsored projects
  – Emeritus faculty cannot be paid on a sponsored project and be paid their retirement benefits.
• This law does not apply to individuals who retired prior to July 1, 2010 or are on ORP.

SPS Authorization Request

• Remember to update SPS roles when there are changes in department personnel that approve, edit or view information in SPS.
• Security access for SPS should be requested via the new electronic Security Access Request Procedure.
  – SPS authorization requests can be initiated by selecting the Security Access Request link that is located under the Financial Services section on your PAWS desktop.
ASP ListServ

- Administrators of Sponsored Projects (ASP)
- Join ListServ to receive email announcements related to sponsored projects


Other Training Opportunities

- Introduction to Sponsored Programs
- Sponsored Programs System (SPS) Training
- Grants.gov Training
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