Sponsored Programs New Developments and Important Reminders

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Training Session Overview

• National Institutes of Health (NIH) forms
• Board of Regents (BoR) Deadlines
• OSP Updates and Reminders
• Q & A
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 current 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
BoR Support Fund Proposals

- LSU Budget templates must be used.
- Resources available on OSP website.
  - LSU Budget templates
  - LSU NOI guidelines
  - Deadlines
  - LSU proposal guidelines (coming soon)
  - Synopsis of Budget/RFP Requirements (coming soon)
- BoR has stressed that they will not accept proposals submitted after the 4:30pm deadline.

BoR Support Fund Deadlines

Research Competitiveness Subprogram (RCS)

9/6  NOI must be routed in SPS to OSP
9/12 NOI Electronic submission through BoR LOGAN system
10/1 RFP Questions due to BoR
10/19 RCS Proposals must be routed in SPS to OSP
  - Route as transaction #2 to NOI proposal number.
11/7 RCS Electronic submission through BoR LOGAN system

Eligible Disciplines: Agricultural Sciences, Biological Sciences, Computer & Information Sciences, Earth/Environmental Sciences, Engineering A (Chemical, Civil, Electrical, etc.), Mathematics, Physics/Astronomy, Social Sciences
BoR Support Fund Deadlines (cont.)

Industrial Ties Research Subprogram (ITRS)

- **9/6**  NOI must be routed in SPS to OSP
- **9/12**  NOI Electronic submission through BoR LOGAN system
- **10/1**  RFP Questions due to BoR
- **10/12** ITRS Proposals must be routed in SPS to OSP
  - Route as transaction #2 to NOI proposal number.
- **10/31** ITRS Electronic submission through BoR LOGAN system

**Eligible Disciplines:** Medical and Biomedical, Micromanufacturing, Data and Telecommunications, Environmental Technologies, Food Technologies, Materials, Existing Principal Industries, such as petrochemicals & agribusiness, Louisiana Culture & History

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BoR Support Fund Deadlines (cont.)

Awards to Louisiana Artiest and Scholars Program (ATLAS)

- **10/1**  RFP Questions due to BoR
- **10/10**  NOI paper submission by PI to BoR
  - Not routed through OSP.
- **11/2**  ATLAS Proposals must be routed in SPS to OSP
- **11/21**  ATLAS paper submission by PI to BoR

**Eligible Disciplines:** Arts, Humanities, Social Sciences
BoR Support Fund Deadlines (cont.)

Graduate Fellows Subprogram (GF) and Graduate Fellowship for Teachers (GFT)

9/30  NOI must be emailed to osp@lsu.edu citing discipline
  • If more than one NOI is received for a discipline, ORED will decide which proposal will be submitted by LSU
10/1  RFP Questions due to BoR
10/26 GF/GFT Proposals must be routed in SPS to OSP
11/14 GF/GFT Electronic submission through BoR LOGAN system

Eligible Disciplines (GF): Arts, Biological Sciences, Chemistry, Computer & Info. Sciences, Earth/Env. Sciences, Engineering, Health/Medical Sciences, Humanities, Physics/Astronomy, Social Sciences

Eligible Disciplines (GFT): Mathematics & Sciences

OSP Updates and Reminders

• High Risk Travel Policy
• Retired Faculty on Grants
• Equipment Maintenance/Repair Costs
• Proposal Processing Checklist
• Prior approval requests
• SPS Authorization
High Risk Travel Policy

FASOP: AS-18 “High Risk Travel to Restricted Regions”

• All requests to travel to countries with US Dept. of State Travel Warnings must be approved by International Travel Oversight Committee (ITOC)
• Requests must include
  – AS295 “Request to Travel to Restricted Regions for Individual Travelers” or AS296 “Request to Travel to Restricted Regions for Student Study Trips” must be completed at least 30 days in advance or as soon as trip is known.
  – AS297 “Faculty/Staff Emergency Contact Form”
  – AS298 “High Risk Travel Release and Waiver” (notarized with 2 witnesses)
  – Proof of travel registry with appropriate US Embassy/Consultant

High Risk Travel Policy (cont.)

• If travel to a “Restricted Region” is included in a proposal budget or comes to OSP attention, OSP will require the PI to acknowledge FASOP AS-18 and indicate whether he/she wishes to proceed with the proposal submission after reviewing the policy.
• Restricted Regions list (updated as needed) can be accessed on the Accounts Payable and Travel website and http://travel.state.gov
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.

Equipment Maintenance/Repair Costs

- Not allowable as a direct charge to federally funded projects (includes federal pass through.)
  Exception - maintenance/repair costs for equipment dedicated to the project through which the equipment was acquired are allowable as direct costs to that project. An AS550 is not required.
- Permitted to be charged as direct costs on non-federal agreements when used exclusively on the sponsored project or proportional benefit can be established by departmental documentation.
  - PI must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.
  - Recommended that maintenance/repair costs be included in budget justification at proposal stage.
- This includes the purchase of replacement parts
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
  http://appl003.lsu.edu/osp/osp.nsf/$Content/Proposal+Preparation/$File/Proposal%20Processing%20Checklist%20April%202011.pdf

Prior Approval Requests

- Prior approval requests should be routed to OSP via an Award & Award Modification Approval Form (AMAF) prior to submitting request to sponsor.
  - Regardless of how request is submitted to sponsor.
  - Some sponsors (e.g. U.S. Department of Education) require PI to submit request, but they must first be sent to OSP for approval.
SPS Authorization Request

- Please 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.

Authorized Representative

- James Bates has retired from LSU.
- The current authorized representative is Darya Courville, Interim Director.
Coming Soon

• New OSP forms to replace:
  – Award and Award Modification and Request Form (AMAF)
  – Internal Prior Approval Request Form (IPARF)
  – Request to Draft Subaward
• New OSP form to Request to Amend Subaward.

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

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