



Office of Sponsored Programs

Principal Investigator (PI) Quick Reference Guide for Sponsored Project Administration

A Glimpse at the Proposal/Award Cycle

1. PI develops research, public service, or instruction idea



2. PI and Department prepare proposal and route in SPS



3. OSP reviews required information and provides institutional signature/electronic submission



4. Sponsor evaluates proposal and makes funding decision



5. If selected for funding, University receives award document



6. Award Document is submitted to OSP for review, negotiation and acceptance



7. Fully executed award document is sent to Sponsored Program Accounting for account set-up and financial administration



8. PI conducts sponsored project in accordance with Sponsored terms and conditions and University policies

PROPOSAL PREPARATION

PIs considering proposal submission to a sponsor should first contact their department or unit administrator. Some administrators are experienced in preparing sponsored project applications and can offer valuable assistance in developing a competitive proposal and budget.

Detailed information on all aspects of proposal preparation, routing and submission can be found on OSP's website, www.lsu.edu/osp. In addition, OSP staff are available for consultation and assistance, as well as to review RFP's, proposals and budgets.

PROPOSAL ROUTING/APPROVAL

Sponsored Program System (SPS) – LSU's web-based electronic proposal routing and approval system used to obtain necessary information and internal approvals prior to proposal submission.

Proposals should be routed in SPS at least 3 business days before the mailing/electronic submission deadline.

OSP Review

1. Streamlined – OSP will review completed SPS information, budget and budget justification and any other documents which require LSU signature or contain financial information.
2. Expanded – OSP will review complete proposal for adherence to Sponsor Guidelines.

OSP Approval

OSP Executive Director's approval of proposal certifies that information in the proposal is true and complete, and in conformance with Federal and institutional requirements.

COST SHARING

The portion of sponsored project costs not borne by the Sponsor.

- Only required cost sharing should be provided. See FASOP: AS-06.
- If non-salary or external cost share is proposed, PI must provide documentation of support.
- Cannot be funded from another federal project.
- Must be expended during project period.
- Funds can only be cost shared to one project.

DIRECT COSTS

Costs that can be specifically identified with a particular project(s) with a high degree of accuracy. (e.g. salaries and wages, fringe benefits, supplies, travel, equipment).

FACILITIES & ADMINISTRATIVE (F&A) COSTS

Costs incurred for common or joint objectives, and therefore, cannot be identified specifically with a particular project. (e.g. lab space, utilities, libraries, department / central administration).

F&A costs = current rate (available on OSP web site) x Modified Total Direct Costs (MTDC).

MTDC=Total Direct Costs less:

- equipment with a unit price > \$5,000 and useful life of at least 1 year
- subcontract costs in excess of \$25,000 per subcontractor
- fellowships or scholarships
- rental costs of offsite facilities
- participant support costs
- tuition remission

SPECIAL APPROVALS

Certain sponsored project activities require special review and approval (e.g. animal use, human subjects, hazardous materials, new courses, exports controls). It is the PI's responsibility to indicate whether a project requires committee or special approvals. Special committee approvals are obtained electronically through the SPS system. Special approval and committee contact information is available on the OSP web site.

AWARD ADMINISTRATION

The PI is responsible for all aspects of the sponsored project, including proper technical conduct and fiscal stewardship.

When modifications (revised budget, no cost extension, etc.) to projects are necessary PIs must ensure adequate justification and required approvals are obtained. Some modifications require prior approval from the Sponsor. PIs must route all post award modification requests through OSP prior to submitting to Sponsor.

RESOURCES

OSP Guide - www.lsu.edu/osp/osp-guide.php

SPA Post Award & PAR Manuals - www.fas.lsu.edu/AcctServices/spa/manuals.asp

Award Forms—<http://www.lsu.edu/osp/awards/award-forms.php>

Currents F&A and Fringe Benefit Rates -<http://www.lsu.edu/osp/proposals/policies-procedures/current-rates.php>

Grants.Gov Proposals—<http://www.lsu.edu/osp/proposals/proposal-routing/grants-gov-steps.php>

LSU Information and University Contacts—<http://www.lsu.edu/osp/proposals/institutional-facts.php>

Proposal Forms—<http://www.lsu.edu/osp/proposals/proposal-forms/proposal-forms.php>

Proposal Processing Checklist—<http://www.lsu.edu/osp/proposals/checklist.php>

Sample Letters—<http://www.lsu.edu/osp/proposals/sample-letters.php>

SPS User Manual - <http://www.lsu.edu/osp/files/item61158.pdf>

Subaward Processing Checklist - <http://www.lsu.edu/osp/subawards/checklist.php>

RESEARCH ADMINISTRATION SERVICE/FUNCTIONS

Office of Sponsored Programs

- Review and approve proposals and budgets
- Interpret and inform faculty of sponsor requirements
- Ensure compliance with University policies, state laws and federal regulations
- Assist with electronic proposals and submit proposals electronically where required
- Complete representation and certification information
- Record proposals submitted by University
- Negotiate and approve awards
- Advise faculty in the administration of sponsored projects and interpretation of award terms and conditions
- Review and approve post-award modifications (e.g. revised budget, change of PI, etc.)
- Prepare and negotiate subcontracts
- OSP Executive Director is the Authorized Official for Sponsored Programs

Sponsored Program Accounting

- Establish accounts
- Record budget
- Manage post-award activities
- Ensure compliance with University policies and federal regulations
- Ensure funds are spent in accordance with award terms and conditions
- Invoice and record payment
- Prepare and submit financial reports
- Monitor faculty effort on sponsored projects

Department /College

- Develop proposals
- Review/approve proposals to ensure proposed resources are available and activities are appropriate
- Prepare personnel and purchasing forms
- Review and verify ledger sheets

Office of Sponsored Programs

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