Social Work Faculty Meeting

Sponsored Program Services and Faculty Services Overview

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Faculty Services Pre-Award

Goal: To *grow* the research enterprise by providing excellent, consistent proposal development and award management support for University faculty

- Simplify and demystify the proposal submission process.
- Faculty focus on developing strong and innovative research projects.
- Increase the number and quality of proposal submissions.
Faculty Services Pre-Award

PI
- Notifies Faculty Services about proposal
- Works with Specialist to complete required materials

Faculty Services
- Assists PI in proposal preparation and completes sponsor and internal forms
- Ensures proposal completeness

SPS
- Reviews final proposal and submits to sponsor on behalf of the University

Proposal Support Services:
- Provides **exceptional administrative support** from proposal assembly to submission
- Allows faculty to focus on the **scientific development** of the application
- A team of specialists ensures **support is always available** to faculty during University hours
- Helps faculty produce **higher quality proposals** in greater numbers
SPS Pre-Award

Acting on behalf of the University, SPS Pre-Award reviews, approves, and obtains institutional signatures for all sponsored proposals.

SPS Pre-Award Review Includes:
• Sponsor guidelines
• University policy
• Federal and state regulations

No proposal may be submitted until institutional approval is obtained!
Hot Topics in Pre-Award

Active and Pending Support
https://ovpr.uconn.edu/services/sps/proposals/proposal-preparation/active-pending-support/
Includes *all* financial resources whether funded through the University or not

Foreign Collaborations
https://ovpr.uconn.edu/services/sps/proposals/proposal-preparation/foreign-collaborations/
- Foreign components *must* be disclosed in proposals
- Prior approval is often required to include a foreign component
- Follow University policy for consulting and financial disclosures
SPS Contract Services

Reviews, negotiates and executes all agreements associated with sponsored research

Key Takeaways

• Contracts may only be signed by an individual with delegated signature authority from the Board and President of the University

• SPS Contract Services will work closely with you and the sponsor to negotiate all applicable terms

• Read your contract and know the terms that apply to you, your work and any compensation
Faculty Services Post Award

Faculty Services Post-Award supports the research enterprise by providing excellent, consistent award management for University Faculty.

FS Post-Award Responsibilities

• Assist with administration of award
• Discuss changes in budget
• Approve transactions
• Review effort certifications
• Provide regular reports and monitor awards
• Ensure costs are reasonable, allowable and allocable
SPS Post-Award

SPS Post-Award administers grant and contracts on behalf of the University.

SPS Post-Award Responsibilities

• Establish new awards, accounts and budgets

• Review and approve requests associated with sponsored awards such as pre-award costs, re-budgets, cost transfers, no-cost extensions and other sponsor prior approval requests

• Prepare, review, approve and submit financial reports

• Closeout grant accounts ensuring all costs are allowable and all application regulations were adhered to
SPS Post-Award

I’ve been funded! What happens next?

**SPS Post-Award Review of Award Documents**

- Type of award (grant, contract or cooperative agreement)
- Dates of performance
- Funding amount
  - What happens if my budget was cut?
- Terms and conditions
- Compliance requirements (IRB, IACUC, FCOI, etc.)
- Reporting Requirements (financial, programmatic, closeout)
How do I get my account set up to access the funding?

SPS Post-Award Requires the Following:

- SPS Pre-Award approved proposal
- Award document
- Budget that matches the awarded amount
- Any and all export control and financial conflict of interest matters resolved
- Human (IRB) and animal (IACUC) approvals and protocols in place
How do I get my account set up to access the funding?

Account Setup Process:
- Budget entry into KFS
- Email notification to PI and department administrator which includes:
  - Basic award information
  - A copy of the award document

REMINDER: PLEASE READ YOUR AWARD DOCUMENT
What can I charge to my grant?

• Costs in your approved budget such as salaries, supplies, equipment, travel, sub-awards and consultants.

• **ALL costs must be:**
  • Necessary
  • Reasonable
  • Allocable to the project
  • Treated consistently in like circumstances
  • In accordance with University and sponsor policies and guidelines
SPS Post-Award

How do I know how much money is currently in my account?
• Various tools are available, consult with your faculty services specialist (Julie)

What if I need more money in a budget category?
• Consult with your faculty services specialist (Julie) regarding the request. She will need a justification and sponsor approval may be required!
• Be mindful: re-budgeting may adjust F&A costs, impacting the total budget

What if I need more time to complete the project?
• Consult with Faculty Services (Julie) and she provide you with the list of what will be needed. Sponsor approval may be required!
What do I do when the grant is over?

- Ensure all technical reports are submitted on time
- Complete the financial review with your department administrator and SPS
- Assist with the resolution of unallowable costs, deficits, expenses after the end date and pending charges
- Notify SPS of any disclosed inventions
SPS Post-Award

**PI Responsibilities**

- Scientific and technical aspects of running the project, including day to day management
- Ensure compliance with the financial and administrative aspects of the award:
  - All costs are allowable and allocable
  - Monitoring of sub-award performance and expenditures
  - Reviewing and approving fiscal and effort reports
  - Ensuring the budget vs. spending is reasonable
  - Avoiding cost overruns/deficits
  - Ensuring regulatory compliance (IRB, IACUC, export controls, FCOI)
  - Reporting changes in scope of work and/or effort of key personnel
  - Ensuring all required administrative approvals are obtained
Faculty Services and SPS Contacts

**Faculty Services**
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**SPS Pre-Award**
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**SPS Post-Award**
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