

FUNDAMENTALS OF RESEARCH ADMINISTRATION

Presentation Team

Kathy Lyons, CRA, C&G Administrator

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Expected Learning Outcomes

- Clear understanding of how to read and find critical information in a solicitation to increase funding probability.
- Clear understanding of how to read and find critical information in an award document, to successfully manage awards.
- Improve communicate with PI's to obtain information to facilitate and strengthen the research project process.
- Identify resources for additional information and reference.



The Importance of Research at UD



Grant, Cooperative Agreement & Contract

Grant

- Transfers money, property or services to recipient for a public purpose

Cooperative Agreement

- Transfers money, property or services to recipient for a public purpose with substantial involvement from the sponsor

Contract

- Acquires property or services for the direct benefit/use of the federal government

Life Cycle of a Proposal/Award

PREAWARD		POST AWARD				
D e v e l o p m e n t	Agency Review (6-9 Months)	Project Period				C L O S E O U T
		1 st Budget Period	2 nd Budget Period	3 rd Budget Period	No Cost Extension	



Top 10 Proposal Mistakes

- Missed deadline
- Incorrect formatting (font size and color, margins, naming conventions, etc.)
- Mathematical errors
- Exceeded page limits
- Typographical errors
- Incorrect Biosketch format and/or content
- Unrealistic budgets
- Omission of sponsor specific documents
- Insufficient match commitment
- Incorrect EIN or DUNS number



Group Activity

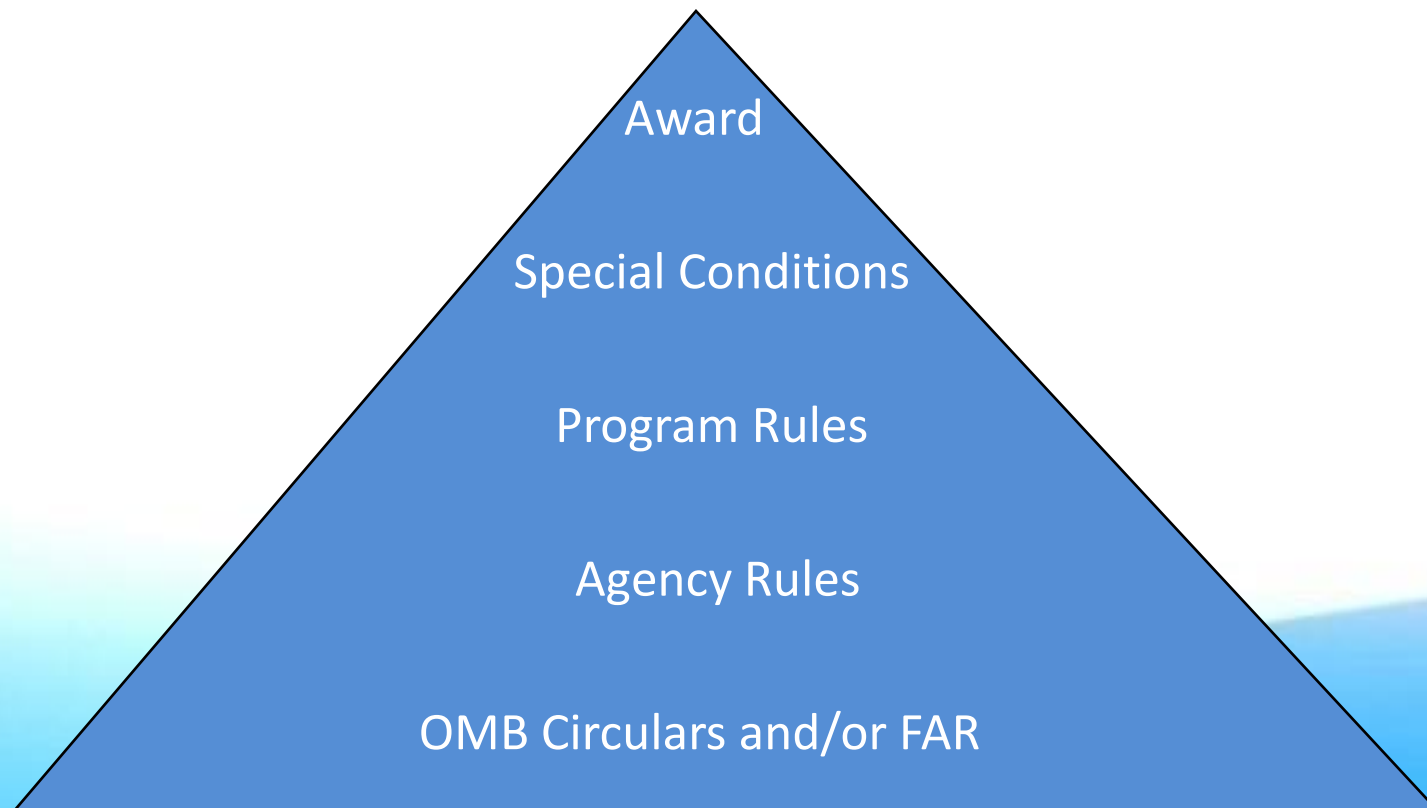
- Reading a Solicitation:
 - Funding Opportunity Number
 - CDFA
 - Application Deadline
 - Submission process
 - Funding availability/budget restrictions
 - Project period
 - Funding mechanism
 - Eligibility criteria
 - Export controls
 - Cost Share requirements
 - Proposal Contents
 - Document requirements, page limits, font restriction, formatting requirements, etc
 - What's missing?

Lifecycle of a Proposal/Award

PREAWARD		POST AWARD				C L O S E O U T
D e v e l o p m e n t	Agency Review (6-9 Months)	Project Period				
		1 st Budget Period	2 nd Budget Period	3 rd Budget Period	No Cost Extension	



Order of Precedence



Group Activity

- Reading an award document:
 - Funding mechanism
 - Award number
 - Period of performance
 - Funding amount
 - CFDA
 - Title
 - Generic Award Terms & Conditions
 - Special Award Terms & Conditions
 - Export controls
 - What's missing?



Generic Award Terms & Conditions

- Reporting requirements
- Expanded Authority (does NOT require prior approval)
 - 90 day preaward costs, Carryover of unobligated balances, no-cost extensions, rebudgets, adding subcontracts
- Requires prior approval
 - Change in scope, change in PI (including absence of 3 months or effort reductions of 25% or more), need for additional funding, preaward costs in excess of 90 days, a second no-cost extension
- Fly America, Buy America, Drug Free Workplace, etc.

Special Award Terms & Conditions

- Sky's the limit!
 - Reporting, rebudgeting, transferring, export controls (including restrictions on foreign nationals, publication restrictions and more), human subjects, animal subjects, to name a few.

Keys to successful research administration

- Maintain close contact with Contract & Grant Administrator and PI
- Develop relationships with colleagues
- Ask questions
- Continue to attend trainings and keep up to date with sponsored research trends



REVIEW



- What to look for in a solicitation
- What mistakes to avoid
- What to look for in an award document
- What questions to ask your PI
- Where to go for help

Who Ya' Gonna' Call?

THE RESEARCH OFFICE!



Back row (left to right): Jessica Cote (3634), Gerri Hobbs (8618), Dawn Johnson (2629), Mark Dobbins (7274).

Middle row (left to right): Portia Garvey (6688), Laura Paller (1470), Trudy Riley (4978).

Front row (left to right): Katie Brown (6925), Susan Tompkins (8002), Kathy Lyons (8626) and Sandra Anderson (2692).

See handouts for additional resources.

THANK YOU!



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