

Social Work Faculty Meeting

Sponsored Program Services and Faculty Services Overview

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Date

UConn

Faculty Services Pre-Award

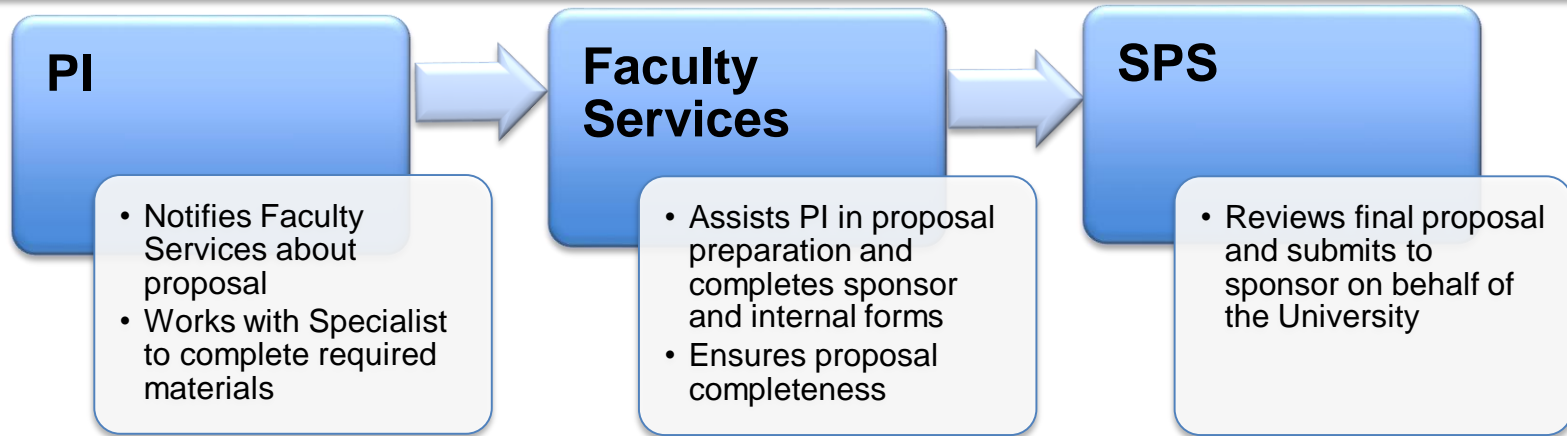
Goal: To **grow** the research enterprise by providing excellent, consistent proposal development and award management support for University faculty

Grow

- 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



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!

SPS Pre-Award

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)

SPS Post-Award

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

SPS Post-Award

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

SPS Post-Award

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!

SPS Post-Award

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

<https://ovpr.uconn.edu/services/sps/faculty-services/contacts/>

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SPS Pre-Award

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SPS Post-Award

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