Introduction to the GMU Proposal and Award Process

Life Cycle of a Sponsored Award

Life Cycle of Sponsored Award

Proposal

- Review funding opportunity
- Prepare budget
- Prepare statement of work
- Prepare supporting documentation (e.g. current and pending, biosketch, facilities, etc.)
- Conduct reviews
    - Department
    - Compliance
- AOR approval
- Submission

Negotiate

- Review Notice of Award
- Budget modifications, if needed
- Negotiate Terms and Conditions (if any are unacceptable)
- Sign Representations and Certifications
- Sign Assurances
- Other documents
- Sign Award, if required (unilateral vs. bilateral)
- Accept in online system (if applicable)

Life Cycle of Sponsored Award

Award (set-up)

- Applicable terms and conditions reviewed
- Compliance reviews where applicable:
    - COI
    - IRB
    - IACUC
    - Lab safety
    - CUI or classified
- Financial accounts
- Award/budget entered into financial system (Banner)
- Notification

Research/ Award Administration

- Charge effort and other expenditures
- Conduct research
- Reconciliation
- Billing
- Post award actions as needed for administrative changes and/or deviations from approved SOW and budget
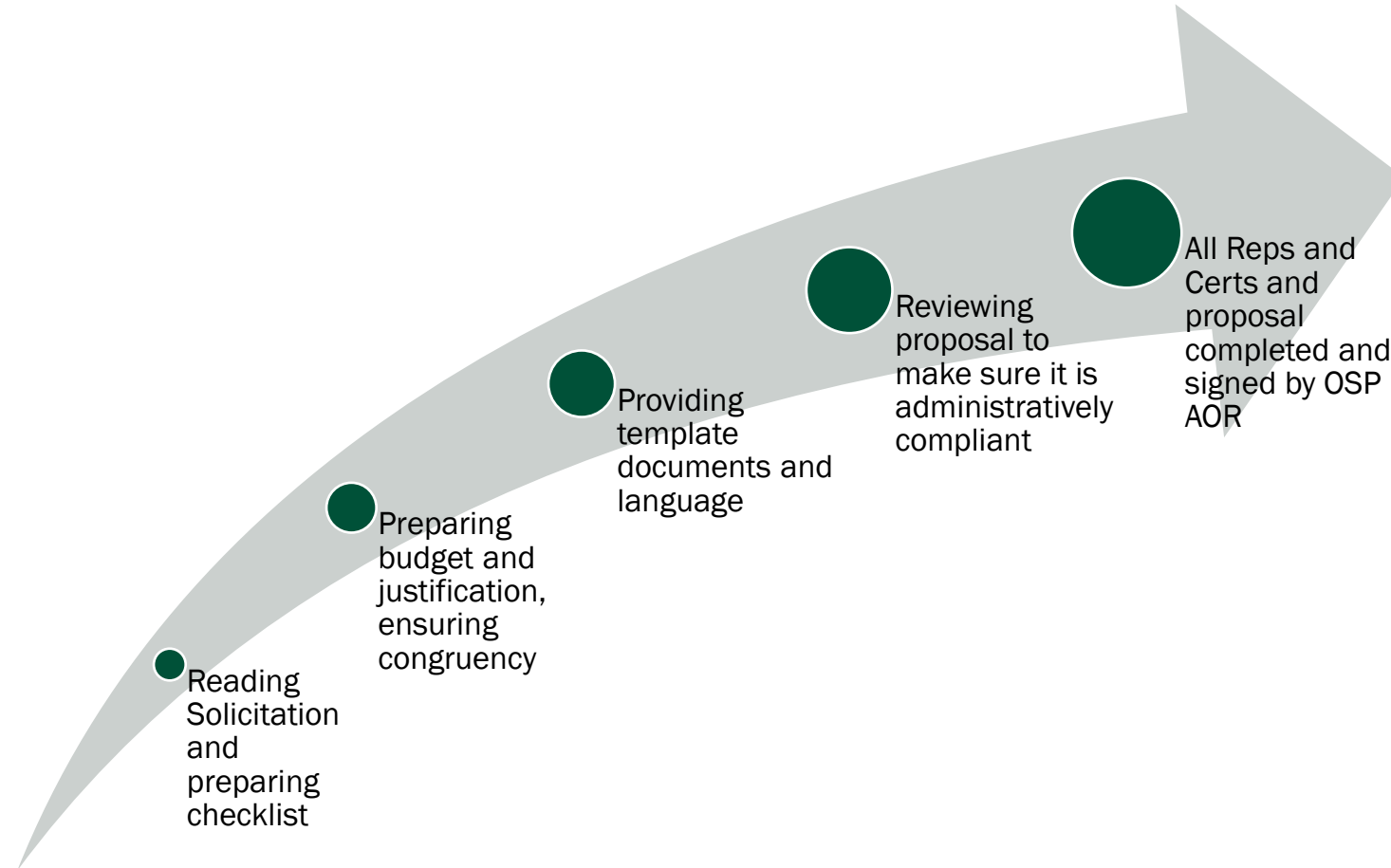
Reporting

- Programmatic
- Financial
- Annual, monthly, quarterly
- Final

Closeout

- Liquidate funds
- Closeout reports

Pre-Award Basic Functions

Reading Solicitation and preparing checklist

Preparing budget and justification, ensuring congruency

Providing template documents and language

Reviewing proposal to make sure it is administratively compliant

All Reps and Certs and proposal completed and signed by OSP AOR

Department Functions

Work with PI on proposal development (RAMP record)

Review solicitation and create the checklist

Assist with budget and budget narrative

Detailed Department review of proposal

Initiate and obtain all internal approvals (cost share; indirect cost waivers and splits; late proposals (ADR); affiliate faculty requests (Dean))

Check with OSP/central when University level approvals are required

Pre-Award Central Functions

Provides expert direction and resources to ensure Colleges follow University wide processes

Provides University-wide training on new policy implementation

Provides University-wide assurances

Liaises with Sponsors

Provides Authorized Organizational Representative Signature

Completes institutional review and submit proposal

OSP Pre-Award Team Roles

Compliance Reviews	Review Funding Opportunity Announcement and any other Sponsor guidelines
Consultations	Review budget and budget justification
	Review proposal for administrative compliance with Federal, Sponsor, and University policies
Post Award Sponsor Requests	Consult and provide expertise to College Research Administrators and Principal Investigators
	Prepare post award requests for budget revisions, no-cost extensions, and other requests required to be signed and submitted by Authorized Organizational Representative

OSP Pre-Award Team Roles

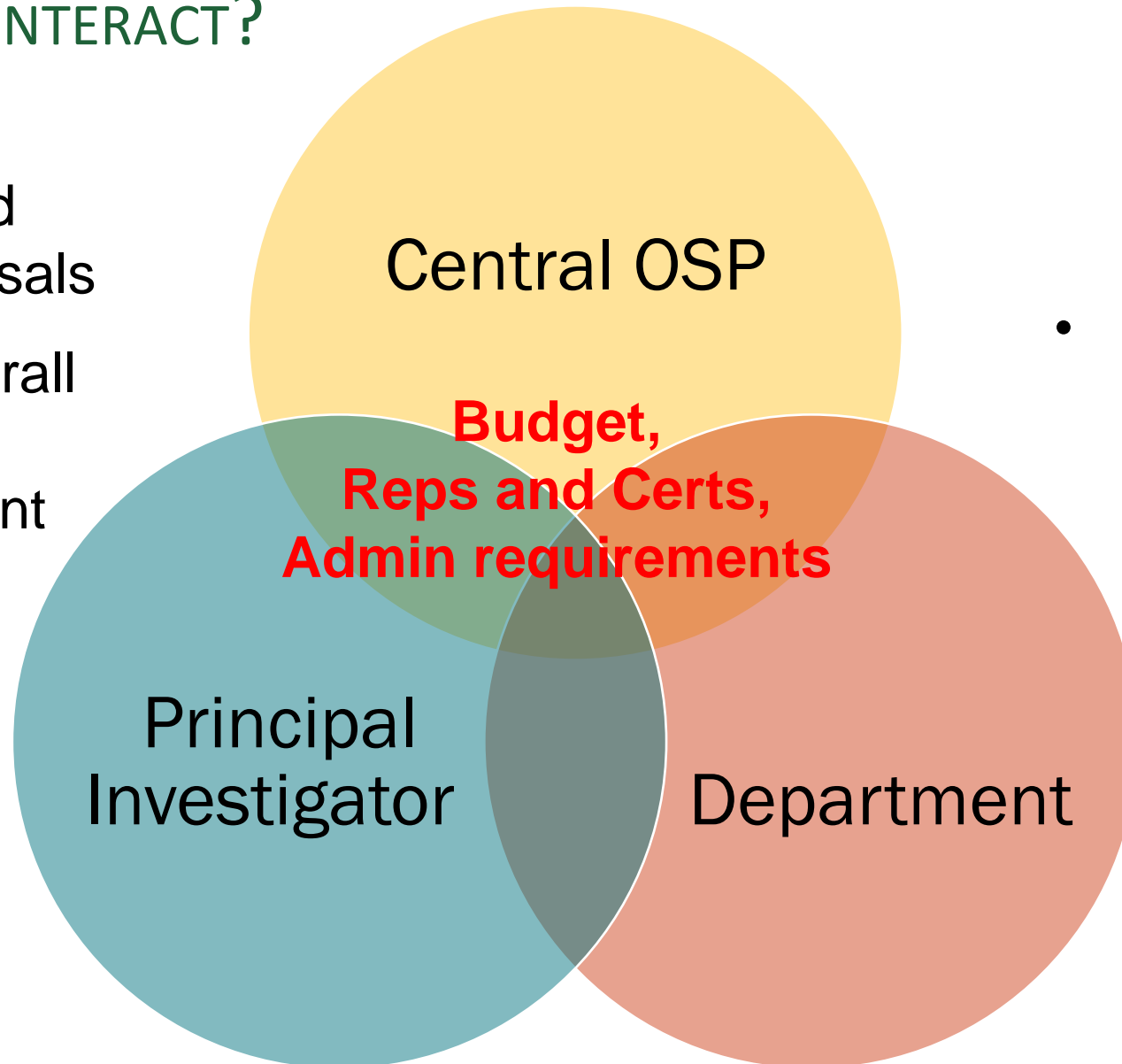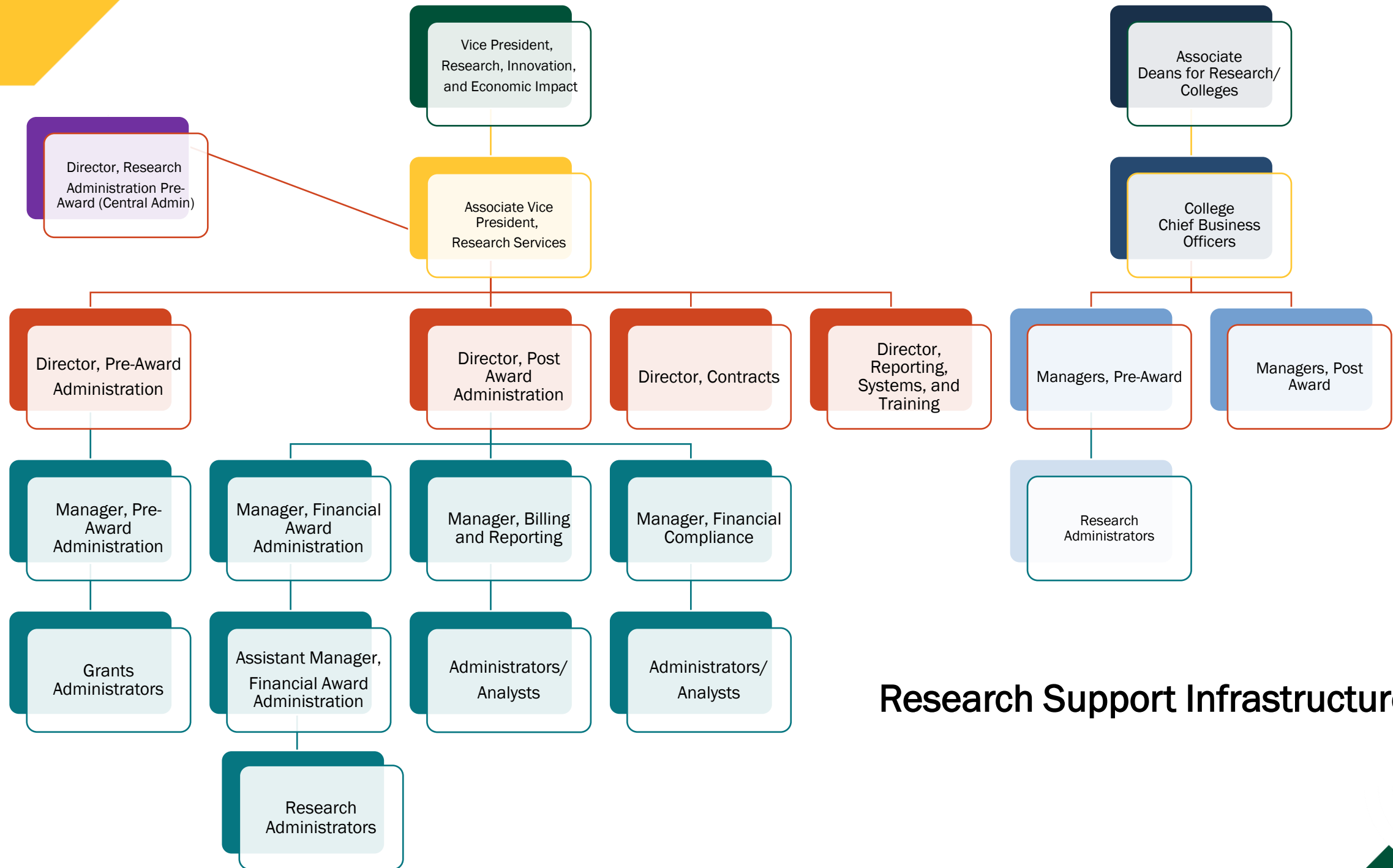|	
Signatory Authority	Review and approve indirect cost waivers
	Review and sign Organizational Conflict of Interest Certifications
	Review and sign Representations and Certifications
Submissions	Review and sign NASA PI and collaborator certifications
	Review and sign subrecipient commitment forms and letters
	Obtain needed Authorized Organization Representative and higher-level approvals/signatures for submission
	Submit proposals or post award modifications

HOW DO WE INTERACT?

- OSP signs and submits proposals
- OSP is an overall resource to PI and Department

- Department RA works with PI on proposal

Central OSP

**Budget,
Reps and Certs,
Admin requirements**

Principal Investigator

Department

- Department RAs work with OSP on proposal review

Vice President, Research, Innovation, and Economic Impact

Director, Research Administration Pre-Award (Central Admin)

Associate Vice President, Research Services

Associate Deans for Research/ Colleges

College Chief Business Officers

Director, Pre-Award Administration

Director, Post Award Administration

Director, Contracts

Director, Reporting, Systems, and Training

Managers, Pre-Award

Managers, Post Award

Manager, Pre-Award Administration

Manager, Financial Award Administration

Manager, Billing and Reporting

Manager, Financial Compliance

Research Administrators

Grants Administrators

Assistant Manager, Financial Award Administration

Administrators/ Analysts

Administrators/ Analysts

Research Administrators

Research Support Infrastructure

Overview of Mason Proposal Process

➢ Create a proposal in <u>RAMP</u> (or follow process outlined by College for submitting proposal request for assistance) as soon as you identify an opportunity you are interested in

- <u>Create a funding proposal in RAMP</u>
- Do NOT hit SUBMIT at end of RAMP Smartforms….just save the proposal

➢ Develop proposal and submit documents following University <u>internal proposal deadline policy</u> and follow your College/Department internal deadlines

➢ Helpful hints

- ➢ Budget is a high priority document to finalize early – cannot be changed once final
- ➢ <u>Current and Pending and Biosketch</u> – important to complete early in process (NSF/NIH – SciENcv; <u>Malign Foreign Talent Review</u>)

➢ <u>RAMP training and links to user guides</u>

➢ <u>University Policies and Procedures</u>

What is RAMP?

- Research Administration Management Portal
  - RAMP website: https://ramp.gmu.edu/
  - Introduction to RAMP (video)
  - RAMP Information Sheet
  - Funding Proposal Smartforms Snapshot
- GMU's research web-based system to support the University's growing research enterprise
- Reduces duplication of efforts and better supports faculty
- Allows capture of research related data in one system improving reporting and data driven decision making
- Helps improve compliance with sponsor regulations and requirements through streamlined workflow and an automated reminder system
- RAMP modules include Grants, Agreements, Conflict of Interest (COI)/Conflict of Commitment (COC), Safety, Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC)
- Research Reporting Project runs parallel to RAMP project
  - See https://ramp.gmu.edu/research-reporting/

Proposal Submission Timeline

4-8 weeks → PI to reach out to RA to discuss the submission and timelines. Things to consider: Are there subawards? Is this a multisite project? Will the proposal be submitted system-to-system or in a sponsor portal?

2 weeks → PI to work with RA and finalize budget. Request all subrecipient documents by this date to be in final format.
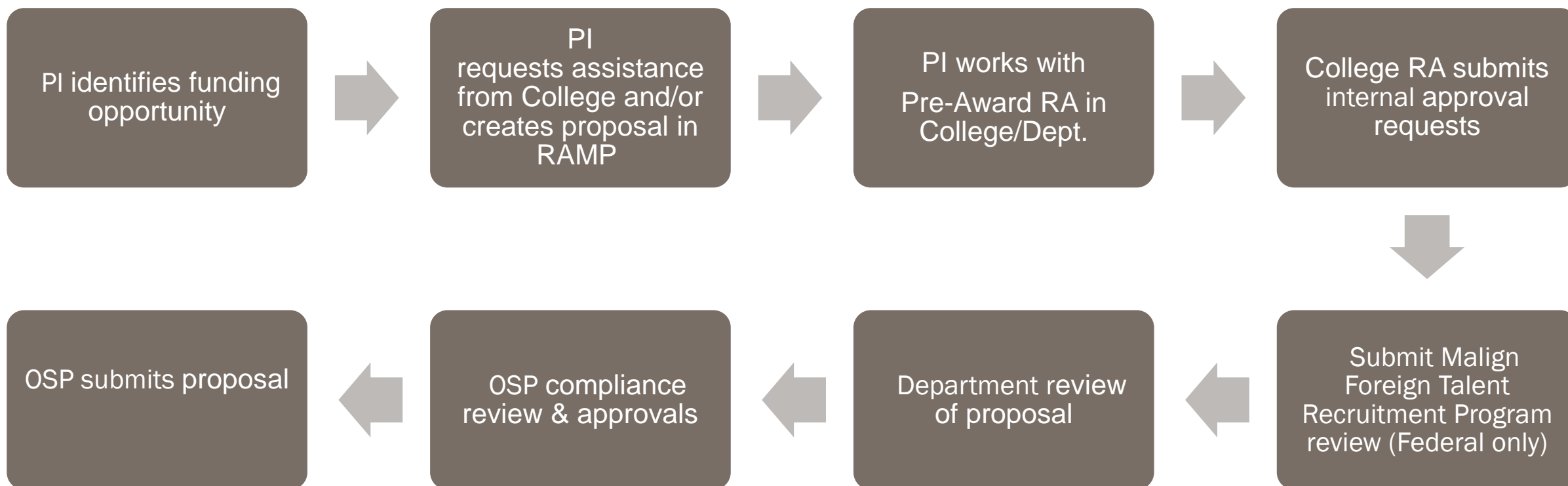
6 business days → Proposal documents to be submitted for Department review.

4 business days → Submit Proposal for OSP central review.

Pre-Award Submission Flow

```
PI identifies funding    →    PI requests assistance    →    PI works with        →    College RA submits
opportunity                   from College and/or            Pre-Award RA in            internal approval
                              creates proposal in            College/Dept.              requests
                              RAMP
                                                                                              ↓
OSP submits proposal    ←    OSP compliance          ←    Department review    ←    Submit Malign
                              review & approvals            of proposal                Foreign Talent
                                                                                       Recruitment Program
                                                                                       review (Federal only)
```

What is part of OSP compliance review?

➤ Compliance with Sponsor requirements set forth in Funding Opportunity
- All required forms, information, and data
  - For example, some have specific requirements of what can NOT be in a biosketch. If you include that information, your proposal may NOT be considered
  - Unusual information requirements, like past performance
  - Completion and signature of organizational representations and certifications
- Budget
  - We review your budget to make sure it complies with Sponsor and University requirements
  - Ensure indirect and fringe rates are accurate and all calculations are correct

➤ OSP review provides assurance:
- Your proposal will not be administratively removed from consideration prior to panel review or disqualified administratively after a positive panel review
- No delay in award set-up if you are awarded

Pre-Award Administrator End Goals

No administrative removal

No disqualification

Accurate budget

Fast award set-up
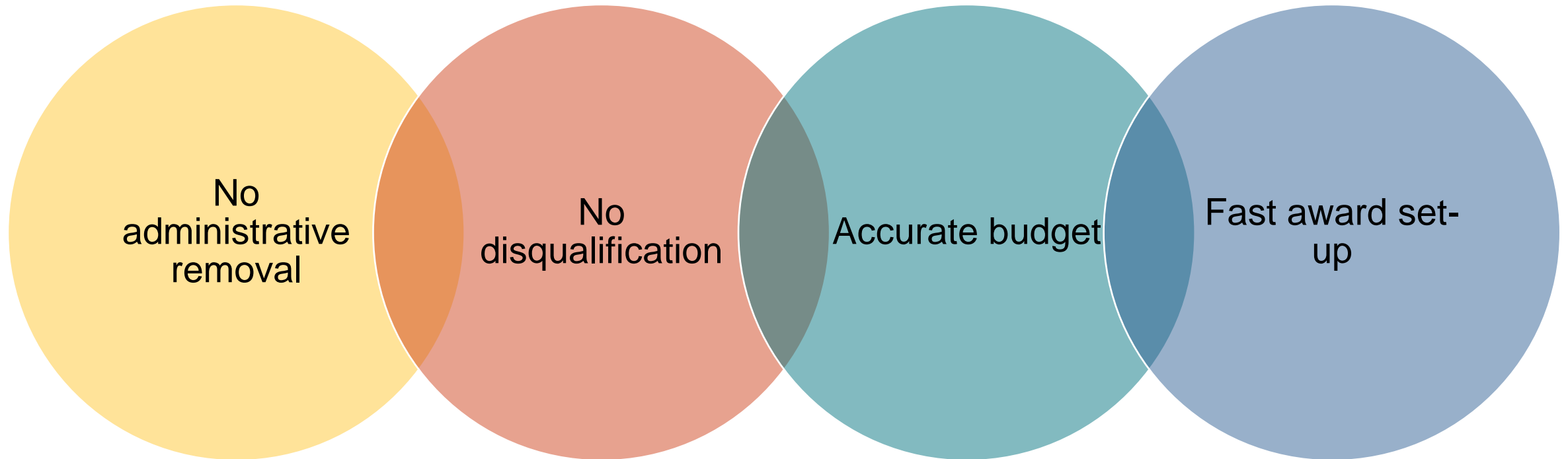
Special Situations

- ➤ Internal Approvals
- ➤ PI Eligibility
- ➤ Indirect Waiver Rate
- ➤ Cost Share Approvals
- ➤ Course buyouts
- ➤ Fringe Override
- ➤ Salary Caps
- ➤ Cost Accounting Exemptions
- ➤ Letters of Intent
- ➤ Limited Submission Process
- ➤ Proposals Over $3 million per year
- ➤ Proposals Over $8 million per year
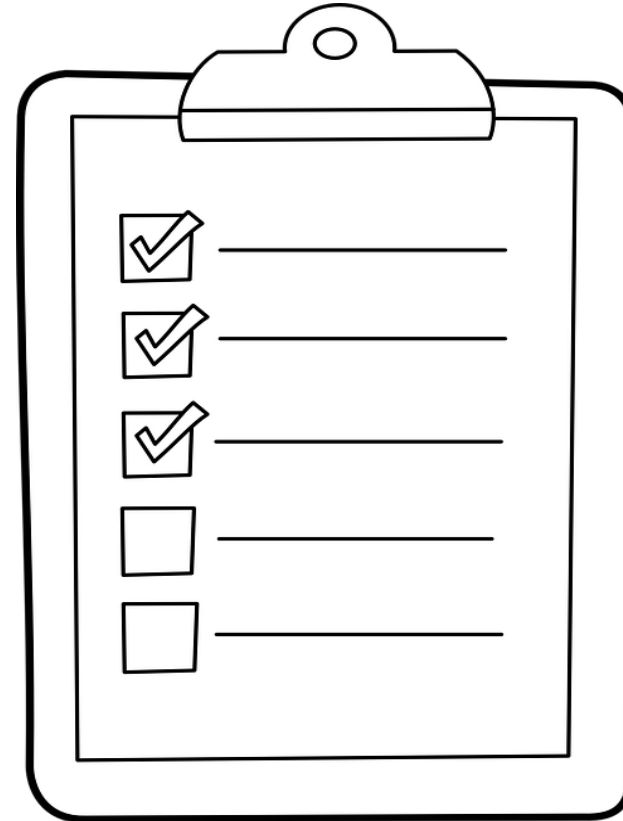
Collaborating for Success

Receiving an Award

- In the event an award is issued as a result of a proposal submitted, the new award is reviewed and accepted by OSP

- Once all terms and conditions have been negotiated by the OSP Contracts team, the fully executed award document is sent to the OSP award administration team for review and award set-up in the university's financial system
    - The PI will be notified of any requirements that must be completed prior to setting up the award (such as compliance approvals)
    - Award information is entered into RAMP and Banner
    - A unique fund number is assigned for charging expenditures to the sponsored award
    - PI will be notified and provided with the appropriate information to access and review their award in RAMP and begin expending funds

- Post-Award Resources:
    - Award Requirements
    - Award Monitoring
    - Sponsored Award Expenditures and Equipment
    - Subawards and Subrecipients
    - Billing, Financial Reporting, and Closeout

Helpful links and emails

- Office of Sponsored Programs
- Proposal Process
- Budget Preparation and Templates
- Guide to Roles and Responsibilities
- Indirect Costs
- Current and Pending/Other Support
- Pre-Award Process for Subrecipients
- Conflict of Interest
- Guidelines for Charging Faculty Salary to Sponsored Projects
- Post-Award Modifications and Extensions
- Research Compliance
- Training and Resources
- OSP FAQs
- RAMP

OSP General Email:

ospaor@gmu.edu

Reach out to assigned College Research Administrator, OSP Grants Administrator, or OSP Team Manager first!