# An Introduction to the Sponsored Projects Office (SPO) Faculty Grant Writing Institute

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Director, Sponsored Projects Office

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### **Sponsored Projects Office, UC Merced**

- Unit within OR; Director reports to VCRED.
- Works closely with other units in ORED.
- Location: Mondo Building, 1715 Canal Street, Merced, 2<sup>nd</sup> Floor

#### Staff:

Thea Vicari, Director

Laci Caetano, Administrative Assistant

Maggie Hollinger, Sponsored Projects Officer

Renu Nandkishore, Sponsored Projects Officer

Jue Sun, Sponsored Projects Officer

Jennifer Teixeira, Assistant Director

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# **Sponsored Projects Office, UC Merced**

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NAME:	TITLE:	UNIT ASSIGNMENT
Maggie Hollinger	Sponsored Projects Officer	<ul> <li>Natural Sciences (Chemistry, Life &amp; Environmental Sciences, Applied Math)</li> <li>Social Sciences, Humanities &amp; Arts (Anthropology, Economics, Finance, Geography, History, Literature)</li> </ul>
Renu Nandkishore	Sponsored Projects Officer	<ul> <li>Sierra Nevada Research Institute</li> <li>Health Sciences Research Institute</li> <li>Administration</li> <li>Student Affairs</li> </ul>
Jue C. Sun	Sponsored Projects Officer	<ul> <li>Natural Sciences (Molecular Cell biology, Physics)</li> <li>Social Sciences, Humanities &amp; Arts (Cognitive &amp; Information Sciences, Political Science, Psychology)</li> </ul>
Jennifer Teixeira	Assistant Director	<ul> <li>Engineering</li> <li>Small Business Development Center</li> <li>Center for Educational Partnerships</li> <li>eRA Training</li> </ul>



# Requirement to Submit Proposals through SPO:

 <u>UC Policy:</u> All researchers who receive any part of their salary through the University or who use any University facilities must submit their proposals for extramural support through the local Contracts & Grants Office (UCM SPO).



# What To Submit to SPO:

- 1. PASS form signed by the Dean and/or ORU Director
- 2. Financial disclosure form
- 3. Copy of URL of sponsor's program solicitation or request for proposal
- 4. Original application pages requiring institutional endorsement
- 5. Draft abstract, draft budget and budget justification on sponsor's forms
- 6. Draft statement of work
- 7. Additional attachments, when applicable such as,
- Cost sharing commitment letter
- Consultant commitment letter
- Authorized subaward commitment letter, scope of work and budget (Forms are available under the Sponsored Projects Office link at <a href="http://spo.ucmerced.edu">http://spo.ucmerced.edu</a>)

When submitting a proposal in draft form for review and endorsement, SPO requires that a final copy of the proposal be forwarded to SPO prior to submission. This requirement includes electronic submissions.



# What Does SPO Do?

- Reviews, approves and processes proposals for research, public service and training
- Administrative point of contact with the sponsor
- Negotiates award terms and conditions
- Accepts awards on behalf of The Regents
- Coordinates activities related to Human Subjects and Vertebrate Animals
- Provides certification regarding Organizational Conflict of Interest
- Provides training in electronic proposal preparation and submission



#### **Example of Sponsored Projects Officer's Review:**

Dear Professor:

Please see below my preliminary review of your NSF proposal:

#### Missing documents:

- Project summary
- Project description
- References cited

#### Required revisions:

- NSF cover page
- Missing start date
- Missing project duration
- Current and pending support
- •Pis current and pending document was uploaded twice; please remove the duplicate entry

#### **Recommended Revisions:**

- •Co-l's bio-sketch included more than 5 synergistic activities; NSF standard guidance indicates only 5 can be included
- •Budget the PI person months listed on the budget pages is greater than the person months provided on the current and pending page; please revise one document for consistency.

Thank you,

Sponsored Projects Officer



# **Meeting Sponsor Deadlines**

- Internal Review Procedures
- 5 working days Submit complete draft proposal to SPO Drop Box
- Receipt Date and Time Some sponsor deadlines are sponsor's local time, i.e., 5:00 p.m. EST (or 2:00 p.m. PT)
- Some sponsors require electronic and paper copies
- Electronic systems sometimes get "bogged down" closer to deadline
- There's no penalty for an early submission



## Award Review and Acceptance

- UC Policy: All awards must be accepted on behalf of The Regents of the University of California
- Who has authority to accept an award on behalf of The Regents?
- Dean's Office NO
- SPO YES
- Review of Budget = SPO checks to verify it corresponds to proposal and funding
- SPO ensures all required compliance forms were submitted prior to spending
- SPO accepts award by signing off on award document



# Troublesome Clauses and Why is SPO Taking so Long to Process My Award?

- Indemnification
- Governing Law
- Publication Restrictions
- Confidentiality
- . Citizenship Restrictions
- Binding Arbitration
- Ownership of Inventions
- . Warranties
- . Termination



### **SPO Initiated Award Distribution**

#### Manual and Electronic Distribution to:

- Principal Investigator
- Research Accounting Services
- Dean's Office
- Purchasing (if subaward is involved)
- Equipment Management (if equipment in budget)



### Prior Approval Requests through SPO

#### Always require sponsor prior approval when

- Change in Scope of Work
- Change in Principal Investigator
- Change in Grantee Institution
- Request for additional funds
- Introduce new subaward

#### May require sponsor approval

- Pre-award costs
- No cost extension
- Equipment purchase 120 days prior to expiration
- Re-budgeting between line items (non-FDP sponsors)
- Carry forward of funds between budget periods

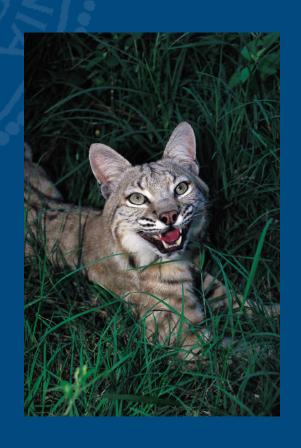


#### **Award Closeout**

- Refer to specific award terms & conditions for requirements
- Consequences of non-compliance can include sponsor withhold final payment; sponsor withhold pending awards to PI, sponsor may bar future awards to UCM
- Who Prepares which Report?
- Technical Report PI
- Patent/Invention Report PI/OTT
- Equipment Report Equipment Management
- Financial Report Research Accounting Services



# Sponsored Projects Office Questions?





# **Sponsored Projects Office**

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