

# **An Introduction to the Sponsored Projects Office (SPO)**

## **Office of Research New Faculty Orientation**

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UC Merced**

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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

Jennifer Teixeira, Assistant Director

**Contact:** [spo@ucmerced.edu](mailto:spo@ucmerced.edu)

**Telephone:** 209.228.4571 (main line)

# Sponsored Projects Office, UC Merced

NAME:	TITLE:	UNIT ASSIGNMENT
Maggie Hollinger	Sponsored Projects Officer	<ul style="list-style-type: none"><li>• Natural Sciences</li></ul>
Renu Nandkishore	Sponsored Projects Officer	<ul style="list-style-type: none"><li>• Social Sciences, Humanities, and Arts</li><li>• Sierra Nevada Research Institute</li><li>• Health Sciences Research Institute</li><li>• Administration</li></ul>
Jennifer Teixeira	Assistant Director	<ul style="list-style-type: none"><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:

- UC Policy: 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. Faculty Protected Research Time Request Form (if applicable)
4. Copy of URL of sponsor's program solicitation or request for proposal
5. Original application pages requiring institutional endorsement
6. Draft abstract, final budget and budget justification on sponsor's forms (if applicable)
7. Draft statement of work (technical)
8. 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 <http://spo.ucmerced.edu>)

If the sponsor allows the PI to submit a proposal via an electronic system that does not require SPO signature, SPO requires that a final copy of the proposal is reviewed prior to submission to the sponsor.

# 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
- Issues Subawards to external partner organizations, if applicable
- 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-I'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
- Submit proposals to SPO at least 5 business days prior to sponsor's deadline
- Be mindful of sponsor's 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



# What if you can't make SPO 5 business day deadline?

- Put in a queue of first come, first served
- Proposal might be submitted without SPO review
- Proposal might not be submitted and will need to wait until next sponsor deadline

# 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?



U N I V E R S I T Y   O F   C A L I F O R N I A ,   M E R C E D

# Sponsored Projects Office

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