

# **SPONSORED PROJECTS BASICS**



# Who are we?

- Sponsored Projects Administration (SPA) is also known as Restricted Funds or Grants & Contracts. Our offices are located downstairs in Wells Hall.
- SPA staff consists of:
  - Pre-Award Negotiations Manager
  - Cost Accountants (2)
  - Research Administrators (7 + the director, associate director, and indirect cost analyst who also administer awards)
  - Senior Accounting Technician.

# What do we do?

- Pre-award and post-award work for proposals, contract negotiations, financial reporting, invoicing and accounts receivable. We do fund set ups, award management, financial reporting, compliance monitoring, and closeouts;
- Handle all audits, service center accounting, the overhead rate negotiations, investment and endowment accounting, gift funds, overhead return funds, leases, and quite a variety of other things.
- Each accountant has a group assigned departments. From time to time, the assignments may change based on personnel and work load.

# When do you need us?

- When you are contemplating an external award, have an RFP or proposal solicitation,
- When you're working on budgeting for a proposal,
- When you have accounting questions of almost any kind.

# Services related to Sponsored Projects

- **Pre-award Services:**
  - ✦ NDAs, Proprietary/Confidential Information Agreements, MOUs, MOAs, MTAs, Teaming Agreements, IP Agreements
  - ✦ Proposal Budget Development
  - ✦ Proposal Routing in conjunction with the Research office who is responsible for electronic submissions.
- **Post-award Services:**
  - Award Set up
  - Award Management
  - Award Close-out

# Why do you need us?

- The University is highly regulated. In our area, 2 CFR 200 rules. These are the regulations that govern the administration, cost principles, and audit requirements for external awards in all universities.
- There are also regulations that govern salary and fringe benefits, payroll, hiring students, using financial aid, travel, cost share, the application of overhead to an award, and a million other little things that can complicate your lives.

# How do we work?

- When you get a solicitation or request for a proposal that you want to respond to, get in touch with us.
- The first thing we'll look at is the requirements in the RFP such as cost share, overhead waivers, documentation that may be required (W-9, HSI letter, etc.).
- We review and approve all proposals to federal and non-federal sponsors prior to routing them through the administration for approval.
- No proposal goes to an external agency without completing the routing process for administrative approval.

# START EARLY!!!!!!!

- Proposals ALWAYS take longer than you think they will.
- A proposal package consists of a routing sheet, a budget, a budget justification, and an abstract of the scope of work that you are proposing.
- Once you and your Sponsored Projects administrator get a budget put together, write a narrative budget justification which is simply a written description of each of the costs shown in the budget (for example, Dr. X is committing one month of his time in Year 1 to do xxx).



# Reference Documents

**Budgeting, Pricing and Charging Sponsored Agreements is a discussion of the ordinary direct costs that you might be proposing like the following:**

Your salary, which is your Institutional Base Salary (IBS), i.e. your 9-month contract salary,

Fringe benefits, actual not negotiated,

Travel, which may be at NMT or federal rates,

Supplies, under \$5,000 each item,

Equipment, \$5,000 or more each item,

Contractors vs. subrecipients,

Overhead

[http://w17.nmt.edu/images/stories/restricted\\_funds/UG\\_Budget\\_Pricing\\_Document\\_June\\_1\\_2016.pdf](http://w17.nmt.edu/images/stories/restricted_funds/UG_Budget_Pricing_Document_June_1_2016.pdf)

# FY 2018 Indirect Cost Rates

F&A rates are negotiated with and approved by Office of Naval Research (ONR)

---

## Section I: RATES - TYPE: FIXED (FIXED)

---

<u>Type</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Base</u>	<u>Applicable To</u>	<u>Location</u>
<u>Main Campus F&amp;A Rates:</u>						
FIXED	7/1/17	7/1/18	32.8%	(a)	Organized Research	On Campus
FIXED	7/1/17	7/1/18	11.5%	(a)	Organized Research	Off Campus
FIXED	7/1/17	7/1/18	16.6%	(a)	Other Sponsored Activities	On Campus
FIXED	7/1/17	7/1/18	14.5%	(a)	Other Sponsored Activities	Off Campus
<u>Energetic Materials Research Testing Center (EMRTC) F&amp;A Rates:</u>						
FIXED	7/1/17	7/1/18	54.3%	(b)	Organized Research	On Campus
FIXED	7/1/17	7/1/18	17.7%	(b)	Organized Research	Off Campus
FIXED	7/1/17	7/1/18	27.8%	(b)	Other Sponsored Activities	On Campus
FIXED	7/1/17	7/1/18	20.4%	(b)	Other Sponsored Activities	Off Campus
<u>EMRTC Facility Support Rate:</u>						
FIXED	7/1/17	7/1/18	34.0%	(a)	Organized Research and Other Sponsored Activities	On Campus

---

## Fiscal Responsibilities of PIs

[http://w17.nmt.edu/images/stories/restricted\\_funds/UG%201%20Fiscal%20Responsibilities%20of%20PIs%20April%204%202017.pdf](http://w17.nmt.edu/images/stories/restricted_funds/UG%201%20Fiscal%20Responsibilities%20of%20PIs%20April%204%202017.pdf)

## Cost Share Policy

[http://w17.nmt.edu/images/stories/restricted\\_funds/sponsored\\_research\\_policies/UG%20Cost%20Share%20Policy%20May%202017.pdf](http://w17.nmt.edu/images/stories/restricted_funds/sponsored_research_policies/UG%20Cost%20Share%20Policy%20May%202017.pdf)

## Subrecipient Policy

[http://w17.nmt.edu/images/stories/restricted\\_funds/Subrecipient%201%20Policy%20April%2011%202017%201.pdf](http://w17.nmt.edu/images/stories/restricted_funds/Subrecipient%201%20Policy%20April%2011%202017%201.pdf)

# Research Office

- The Research office (Van Romero, Vice President of Research) is responsible for several parts of the proposal process as well.
- The Research office web site is where you will find the proposal routing sheet as well as the current overhead and recommended fringe benefit rates for use on proposals.

[http://w17.nmt.edu/images/stories/Proposal\\_Routing\\_FormEC\\_Ex\\_Sheet\\_1.pdf](http://w17.nmt.edu/images/stories/Proposal_Routing_FormEC_Ex_Sheet_1.pdf)

- It is the Research office that handles all electronic submissions through Fastlane, Nspires, NDGrants, and Grants.gov. The office maintains an electronic database of all proposal submissions.

# START EARLY!!!!!!!

- Route the proposal package as soon as you can. A week prior to the required submission date is not too soon.
- The signatures on that document let everyone know that the university is supporting your effort and give you and the Research office “permission” to submit your proposal.
- Remember, awards are made to the university, not to individuals. You’re very personally involved in the research, but the money you’re requesting from an agency will be given to NMT. All proposals as well as all grants and contracts must be signed by the Vice President for Administration and Finance or his designee.

# START EARLY!!!!!!!

- At Tech, the PI is responsible for all data entry on electronic submission web sites, and some of the web sites are not particularly user friendly. It is astonishing how long it can take to get everything uploaded, so allow 2-3 days until you're really good at it.
- The Research office is responsible for actually doing electronic submissions, but does not do the data entry for you.

# I GOT THE AWARD!!!!!!!

- Award documents come to the Sponsored Projects office so we can review (and negotiate if necessary) the terms and conditions of the award.
- SPA will send the award to the administration for signature.
- SPA will set up a fund for you to use for charging to the award.

# BASICS OF GRANT MANAGEMENT

- Please read Budgeting, Pricing, and Charging Sponsored Agreements.
- Please read Fiscal Responsibilities of PIs. There is a discussion there of many of the requirements for managing an award, reviewing expenditures, asking for budget revisions or no-cost extensions, etc.
- The most important thing you can do is to stay in touch with your accountant as questions come up.



# THANK YOU!

- Gayle Bailey, Director of Sponsored Projects Extension 5915
- Carrie Marsyla, Associate Director of  
Sponsored Projects/Cost Accounting Extension 5781
- Elizabeth Blackwell, Grants & Contracts Manager Extension 6773
- Elmira Israilova, Grants & Contracts Manager Extension 5850
- Andrea Peralta, Grants & Contracts Manager Extension 5918
- Igor Gomzin, Research Administrator I Extension 6883
- Samantha Miranda-Hess, Research  
Administrator I (for EMRTC) Extension 6799
- James Peralta, Jr., Research Administrator I  
(for EMRTC) Extension 5867
- Sara Grijalva, Pre-Award Negotiations Manager Extension 5382
- Stephanie Rivas, Indirect Cost Analyst Extension 5545
- Senior Accounting Tech,  
Invoicing and Accounts Receivable Extension 5800