

What We Will Cover

- Grant Basics
- Renewal Submissions
- Continuations (competing and non-competing) Submissions
- New Forms
- Post Award Administration
- Advance Cost Center Request

Sponsored Programs – Grants and Contracts

Grants

An assistance award and legal instrument used to transfer money, property, services, and other things of value to a grantee (you) to perform an activity.

No substantial involvement from sponsor.

Contracts

Legal instrument used when the government is purchasing a supply or service. It is generally based upon submission of deliverables. Contracts may be issued by other Universities or may be in the form of a consulting agreement.

Other Sponsored Programs

Scholarship

Assistance to candidates who are pursuing education in their field.

- Helps with Tuition
- Room and Board
- Maybe travel
- Supplies

Fellowship

Provide support for promising doctoral candidates who will be performing dissertation research and training in scientific health-related fields relevant to the missions of the participating Sponsor.

Specific Information Requirement	National Institutes of Health	Private Foundation			
Application forms	Specific and detailed	Variable/nonexistent			
Letter of intent	Special cases (RFA)	Often			
Preliminary staff contact	Useful, but not required	Often required			
Material submitted	Biosketch, resources, budget, budget justification, background and significance, preliminary data, research plan, time line, institutional documentation, certifications (safety, animal, human subject)	Resources, budget, biographical sketch, often less detailed experimental plan. Some require a targeted statement of work relative to agencies mission.			
Submission dates	Fixed or special deadlines	Variable			
Review process	Defined peer review process	Variable			
Resubmission	Two time limit with statement of revision	Usually resubmitted as new grant			

Budgeting

Direct Costs

- The amount of money that it will cost the PI to conduct the project.
- Costs that can be specifically and easily identified with a particular project or program with a high degree of accuracy.

Indirect Costs or F&A

 Costs that cannot be specifically or easily assigned to a particular project or program

Research Administration Pre-Award Requires:

- 1. RA Pre-Award recommends all Grant, Contract and Subcontract Proposals be submitted to our office at least ten (10) business days prior to deadline date of the Sponsoring Agency.
- 2. When submitting to outside sponsors register our institution name as: "Temple University Of The Commonwealth System of Higher Education" (USE THIS NAME)
- 3. All Grants, Contracts and Subcontract Proposals must have a deadline date and arrive to the Research Administration Pre-Award Office through the eRA (Electronic Research Administration system)
- 4. Proposals must complete preliminary route 5 days prior; and 2 days prior to sponsor final proposal is due date otherwise a waiver request is required from your Dean to the Vice President for Research, Dr. Michele Masucci.
 - 5 Day Requirement Administrative documents (everything except science)
 - 2 Day Requirement Science or Scope of Work (Full Proposal ready for submission)
- 5. Proposals requiring the 5 or 2 day waiver are not guaranteed on-time submission, however the RA processor will make every effort. NOTE: Proposals are reviewed and submitted in the order they are received.

Building a Proposal in eRA

- 1. Confirm Sponsor is in eRA with eRA Team
- 2. Determine who should be on the Route and confirm with eRA (era@temple.edu)
- 3. Begin to develop the Proposal in eRA (Plan appropriately for record to arrive at least ten (10) working days prior to the submission deadline. 5 and 2 day waiver requirements apply) this includes:
 - Grant Applications
 - Contracts
 - Subcontracts (Temple is the subcontractor)
 - Letters of Intent, White papers, Pre-applications (only if budget and/or signature of AO is requested by Sponsor)
- 4. Complete each required tab and upload documents in the appropriate tab
- 5. Route Proposal for Preliminary Review
 - RA Pre-Award will contact you to discuss modifications and revisions to submission
 - In some instances where the budget is significantly changed the record Specialist may require the preliminary route to start over
 - Requested edits and/or revisions and all required documents must be in final version to move to final review
 - ✓ For Non System-to-System submissions the entire application as submitted to sponsor is to be uploaded in eRA.
- SUBMIT PROPOSAL TO RA Pre-Award FOR FINAL REVIEW



New Submissions

- 1. Get Started Early
- 2. Familiarize yourself with the Sponsor Guidelines
- 3. Gather all registrations, certifications & other documents to be included in proposal submission
- 4. Check to see if the Sponsor is in eRA, if not, request eRA team add the Sponsor
- 5. Build the Proposal in eRA by completing the eSPAF and the following tabs:
 - Personnel (biosketches/CV) (if required include Other Support) CHECK YOUR CONFLICT OF INTEREST CERTIFICATION AND UPDATE IF NECESSARY
 - Abstract (If not sponsor required, please provide a brief summary)
 - Performance Sites with DUNS, Zip code+4
 - Budget & Budget Justification
 - Research Plan/Scope of Work (Not required during administrative review)
 - Approvals (IRB, IACUC, IBC, EHRS)
 - Temple Documents
 - ✓ Sponsor Guidelines, Required Forms, Excel Spreadsheet, Special instructions regarding F&A (if applicable), etc.
 - Request for Principal Investigator Status Form, Subrecipient Commitment Form, Request to Generate
 - ✓ Subcontracts with Scope of Work, LOI, Budget and Justification (if applicable)



Budget Requirements for New Submissions

- Non System-to-System (Non S2S)
 - ✓ Complete: Detail and Appointment sections of Budget tab for all key personnel.
 - Provide and upload an Excel spreadsheet template that includes:
 - Level of effort Base Salary Type of appointment (academic, summer, calendar) for all personnel
- System-to-System (S2S)
 - ✓ Complete Detail and Appointment sections of Budget tab for all key personnel.
 - Provide an Excel spreadsheet template that includes:
 - Level of effort Base Salary Type of appointment (academic, summer, calendar) for all personnel

Renewal Submissions

- 1. Get Started Early
- 2. Gather Material Required by the Sponsor
 - Progress Report (Some Foundations)
 - New or Revised Scope of Work
 - New Budget and/or justification
- 3. Start in eRA Plan appropriately for record to arrive at least ten (10) working days prior to the submission deadline. 5 and 2 day waiver requirements apply.
 - Abstract (If not sponsor required, please provide a brief summary)
 - Personnel (biosketch/CV/Other support) CONFLICT OF INTEREST CERTIFICATION /UPDATE IS NECESSARY FOR ALL KEY PERSONNEL (Tab located in ERA portal)
 - Research Plan/Scope of Work
 - Budget and Justification
 - Approvals (IRB, IACUC, IBC, EHRS)
 - Temple Documents
 - Sponsor Guidelines, Required Forms, Excel Spreadsheet, Special instructions regarding F&A (if applicable), etc.
 - ✓ Request for <u>Principal Investigator Status Form and Subrecipient Commitment Form</u>
 - Subcontracts with Scope of Work, LOI, Budget and Justification (if applicable)



Creating A Child Record in eRA...

A Child Record is created for any Non Competing Continuation/Supplement Proposal of a currently-funded active Grant already existing in the eRA system.

The Child Record is associated to the Parent (originally funded) Record by indicating an association in the Set-up Questions.

The Parent Record is a six digit number: 257000

The Child Record is a six digit hyphen two digit number: 257000-01

Follow steps on "Building a Proposal in eRA" to Create a Child Record in the System, Making sure to associate the new record to existing active Parent Record in the Set-up Questions

Instructions on how-to create a child record is found at: http://www.temple.edu/research/researchadmin/era/era_user_quide.asp

Continuation Submissions

In most cases submission requirements are guided by the sponsor

- Get Started Early
- 2. Gather Material Required by the Sponsor
 - Progress Report (NIH, NSF and some Foundations)
 - New or Revised Scope of Work
 - New Budget and/or justification
- 3. Build the Child Record in eRA- Child record should be created at the time progress report is submitted to the sponsor.
- 4. Complete the following tabs in eRA after the report is approved and new budget period is awarded:
 - 1. Abstract (If not sponsor required, please provide a brief summary)
 - 2. Personnel (CHECK YOUR CONFLICT OF INTEREST CERTIFICATION AND UPDATE IF NECESSARY)
 - 3. Research Plan/Scope of Work
 - 4. Budget and Justification
 - 5. Approvals (IRB, IACUC, IBC, EHRS)
 - 6. Temple Documents
 - Excel Spreadsheet (Level of effort Base Salary Type of appointment (academic, summer, calendar); Progress report (including RPPR)
 - Subcontracts documents including Scope of Work, Budget and Justification (if applicable)
 - ✓ <u>Subaward Hand-Off Checklist for Amendments</u>

Subcontracts documents are to be emailed to subawards@temple.edu when agreement to establish the relationship is needed.



Grant Applications

Grant - instrument is identified by sponsor as financial assistance

- Unless agency has F&A policy RA Pre-Award encourages charging Temple's F&A rate on all proposals.
 Exceptions are approved by the Dean of the college.
- To Start Preliminary route and for review by RA Pre-Award; tabs required:
 - 1. Abstract (If not sponsor required, please provide a brief summary)
 - 2. Personnel (biosketch/CV/Other support) CHECK YOUR CONFLICT OF INTEREST CERTIFICATION AND UPDATE IF NECESSARY
 - 3. Research Plan/Scope of Work (Just for Final Review)
 - 4. Budget (include base salary, effort & appt. type) and Justification
 - 5. Approvals (IRB, IACUC, IBC, EHRS)
 - 6. Temple Documents
 - ✓ Sponsor Guidelines, Required Forms, Excel Spreadsheet, Special instructions regarding F&A (if applicable), <u>De Minimis Indirect Cost Rate</u>, etc.
 - Request for Principal Investigator Status Form, and Subrecipient Commitment Form
 - Subcontracts with Scope of Work, LOI, Budget and Justification (if applicable)

Contract Agreements

A contract is an agreement between two parties that creates an obligation to perform (or not perform) a particular duty.

- All contracts are reviewed by University Counsel which may take an average of 7 to 14 business days.
 Depending on complexity it may take longer.
- Start record in eRA as early as possible using a draft of the contract agreement.
- Complete the following tabs for Preliminary route:
 - ✓ Personnel CHECK YOUR CONFLICT OF INTEREST CERTIFICATION AND UPDATE IF NECESSARY
 - ✓ Budget (include effort/base salary/appointment type)
 - ✓ Abstract/Scope of work
 - Research Plan (draft agreement)
 - ✓ Any sponsor instructions and contact information

Subcontract

An agreement with a third-party organization performing a portion of research project or program. The terms of the relationship (sub-grant/subcontract) are influenced by the prime agreement.

- If Temple is the Subrecipient/subcontractor (Getting the \$\$) requirements for preliminary route and RA Pre-Award Review are:
 - ✓ Personnel (Biosketch/CV/Other Support) A CONFLICT OF INTEREST CERTIFICATION IS NECESSARY
 - ✓ Budget (include effort/base salary/appointment type) and justification
 - ✓ Abstract/Scope of Work
 - Contact information; other documents and instructions from Prime
- Processing actual Sub Agreement
 - ✓ RA Pre-Award will place Sub award Agreement through TUMarketplace. Department will provide the FOAP.
 - Department approves in TUMarketplace and is able to track document.
 - ✓ RA Pre-Award will Retrieve; send document to Sponsor and Upload in ERA.

Subcontract

- If Temple is the Prime or Pass-Through-Entity (Giving the \$\$) these items must be forwarded to subawards@temple.edu:
 - Letter of Intent or Letter to form a consortium (optional)
 - Subrecipient Commitment form
 - ✓ Budget and justification
 - ✓ Statement of work
 - Contact information of Subrecipient
- RA Pre-Award will put Subaward Agreement through TUMarketplace using AWARD FOAP
- Complete instructions on processing Subagreements issued by Temple may be found at: https://research.temple.edu/research-administration/pre-award-management/subaward-processes-and-forms

Letter of Intent - Pre Application- White Paper

Only if a detailed or summary budget and/or Institutional signature is required should you build a record in eRA

Complete the following tabs for Preliminary route:

- ✓ Personnel
- Budget (include effort/base salary/appointment type)
- ✓ Abstract/Scope of work
- ✓ Sponsor Guidelines and forms

Forms

- Subrecipient Commitment Form or Short form (required for all subcontractors)
- Request for Principal Investigator Status Form (Send to OVPR@temple.edu & Dr. Masucci for signature after Dean signs via email, cc OVPR)
- Upload Approval in Temple Docs
- No Cost Extension Request Form
- Faculty/Researcher Exit Checklist
- Request for NCE Form
- Subaward Handoff Checklist

All RA Pre-Award Forms May Be Found At:

https://research.temple.edu/grants-forms-and-templates

Additional Information And Assistance When Completing An Application Submission To A Sponsor May Be Found At:

https://research.temple.edu/research-administration/pre-award-management/key-guidelines-resources

Forms — Continued

Advance FOAPAL Request – Used when award from sponsor is on the way. https://research.temple.edu/sites/research/files/images/Adv_center_nos_request_092718.pdf

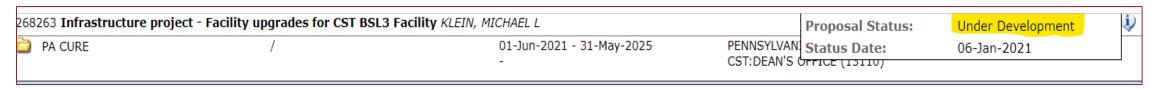
- No budget required
- Only may request 25% of the anticipated award
- Submit to Specialist Request for Advance Cost Center Accounts are reviewed and discussed Make sure your Dean signs.

Language added to the NOA memo has new requirements.

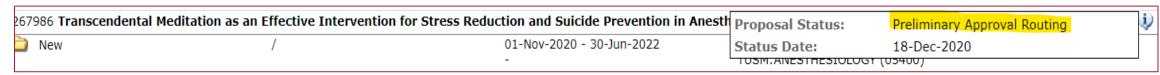
A certification from Temple's Research Compliance division within the OVPR is required to process this award. To obtain certification, You as Principal Investigator (PI), may either update your already approved protocol to include this award or (if you have no other approved protocols on file) submit a new _____ protocol (whichever is applicable) for approval. Research Compliance will provide You (the PI), your department's Business Administrator, and Research Administration (Pre-Award division) with the approved certification.

What the Status means in eRA?

Under Development – Project has been started in eRA, however it is not complete for routing.



 Preliminary Approval Routing - Project has all tabs complete except research plan and is routing to college for review and approval.



• **Preliminary Review Complete** – Project has been routed to college for review and approval this step is complete.



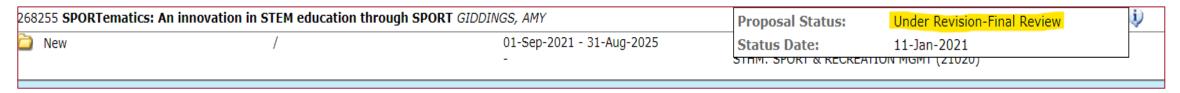


What the Status means in eRA? Continued

In Review – Project is in Specialist's queue for review and submission.



Under Revision-Final Review – Only in this status if edits are required. It will go back "In Review" once project is built in eRA for "Final Review"

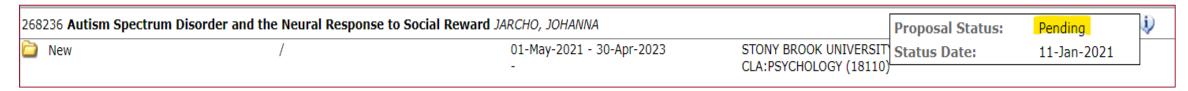


• **Ready Submission** - No further edits are required and Specialist is ready to submit project to sponsor.

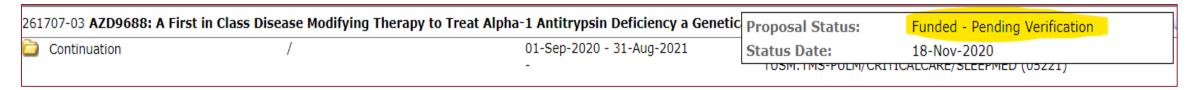


What the Status means in eRA? Continued

Pending – Project as been submitted to the sponsor.



Funded - Pending Verification - RA notified project has been awarded. NOA Memo sent to PI/BA requesting revised budget, COI, Compliance, etc. No FOAP is issued until memo is satisfied.



Funded- Account Pending – Waiting for a FOAP to be assigned by post.



What the Status means in eRA? Continued

• **Pending Advanced Cost Center** – Sponsor has informally notified PI an award is imminent and there is an email, blank contract or some other evidence of the impending award.



Funded – FOAP assigned to project



Common Processing Issues

- Compliance Approval The approval tab should be completed for all regulatory compliance (IRB, IBC, IACUC, EHRS) needed for your proposal. If you do not have a number assigned, it should be marked pending.
- Changing the deadline to avoid the waiver
- Not Submitting Final ERA record simultaneously with external Sponsor submission.
 - ✓ Complete Application must be uploaded in era for non S2S applications in "Temple Docs" tab
- Detail Budget When using the SF424 budgeting, base salary & effort must be completed.
- Appointment type Please be careful to select correct type.
- NIH RPPRs Effort for all personnel, including PI, should be entered on the RPPR.
 - ✓ Including the unobligated balance or carryforward
- Neglecting to create child record at the time progress report due.
- Salary Cap When using the NIH salary cap for a base salary, you may increase the salary by cost of living for
 years out.
- Submitting to Sponsor without getting Institutional Approval (Temple Policy is all submissions to outside sponsors is to be submitted through Research Administration)

Reminders: Get Started Early

- 1. Proposals must be submitted to Research Administration Pre-Award through the eRA system prior to submission to External Sponsors for funding consideration preferably 10 days prior to sponsor deadline.
- 2. Research Administration Pre-Award must approve All proposals before they are submitted to the external funding agency.
- 3. A waiver is required for All Proposals submitted 5 and 2 days prior to the Sponsor submission deadline.
- 4. A PDF of the final Non System-to-System Application (i.e. Fastlane, American Heart) must be uploaded in eRA prior to being approved in either system.
- 5. If an Award/Contract is made to Temple University which requires a signature, the award must be directed to Temple University Counsel for signature by the RA Pre-Award Specialist. Allow Counsel 10 days.
- 6. If you have a promise of an Award Commitment via a letter, email, unsigned Contract or Agreement, you may add an Advance FOAP Request (original signatures required) to your eRA proposal package to expedite setting up a FOPAL with Research Administration Post-Award (COI will is required for Advance FOAP Requests).
- 7. Late Proposal Submissions to RA Pre-Award will be processed in the order they are received. Every effort will be made to submit the application, however there are no guarantees (Must be in by 12:00 noon No exceptions).

For Assistance:

Research Administration Pre-Award questions (related to the review and submission of Application): RAPRE@temple.edu

Electronic Research Administration (eRA) for technical issues: eRA@temple.edu | Ming Chou | 1-0450

Conflict Of Interest (COI) issues on Main Campus: Dwayne King | coitemple@temple.edu | 2-7819

Conflict Of Interest (COI) issues at Medical School: Adam Nester | coisom@temple.edu

IRB questions: irb@temple.edu | 2-3390

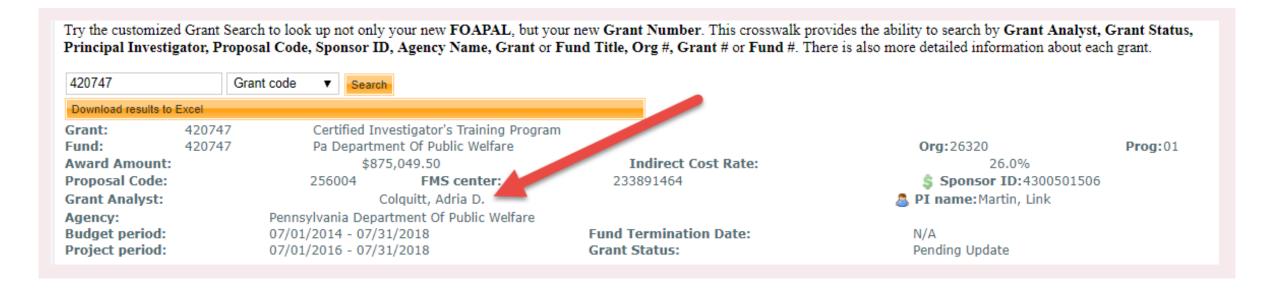
IACUC questions: iacuc@temple.edu | 2-3390

IBC questions: Contact Mary Pultro | marybp@temple.edu | 2-9741

Post Award Administration

Account Setup

- NOA and Budget via ERA transmission to Banner overnight
 - May not come from the Department
- Grant Analyst setup account with established budget
 - ✓ IF NOA Sponsor ID changes from year to year A New FOAP is assigned
- Identifying your Grant Analyst
 - ✓ TUPORTAL Crosswalk



Advance Cost Center Request Form

- Initiated with Pre Award
- Documentation must indicate clear intent to fund
 - ✓ Letter/email from sponsor
 - Contract not executed
 - ✓ No budget required
 - Form must be signed by Dean or Chair & PI
- Provide to Specialist via email cc: gmoffice@temple.edu

Post Award Administration — Continued

Overages - An issue with close-outs and continuations

- End of project period must remove overages and commitments
- Work with Grant Analyst to resolve
- Invoicing
 - ✓ All invoices are prepared by Grant Analyst in partnership with the business administrator. In addition all invoices are sent out by Grant Analyst.

Monthly Management of Award

COGNOS

- Bill and Payment History Report Shows the Bills that have been run
- Cost Center Summary (Grants) GL214 Prompts
- Self-Service Banner TUPORTAL
 - Shows budget and YTD Activity

Bill and Payment History Report



rant#	Fund #	Grant #	Short Title	Agency Name	Fund #	Transaction #	Billed Invoice #	Transaction Date	Detail Code	Bills	Payments
420747	420747	420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	20	12	Dec 6, 2018 11:58:26 AM	GBIL	30,189.57	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	19	11	Nov 7, 2018 8:58:14 AM	GBIL	26,378.08	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	18	10	Oct 9, 2018 7:54:44 AM	GBIL	25,284.39	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	17	9	Sep 12, 2018 7:41:21 AM	GBIL	283,770.36	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	16		Jun 6, 2018 1:20:17 PM	GCSH		41,158.30
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	15		Jun 6, 2018 1:18:26 PM	GCSH		11,128.04
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	14		Jun 6, 2018 1:14:53 PM	GCSH		30,981.99
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	13		Jun 6, 2018 12:58:04 PM	GCSH		21,800.77
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	12		May 4, 2018 4:42:31 PM	GCSH		32,085.88
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	11	8	Sep 8, 2017 1:03:59 PM	GBIL	27,792.60	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	10	7	Aug 11, 2017 11:13:11 AM	GBIL	25,421.61	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	9	6	Jun 30, 2017 12:49:21 PM	GBIL	29,488.34	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	8	5	Jun 7, 2017 12:53:46 PM	GBIL	28,162.69	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	7	4	May 5, 2017 4:52:46 PM	GBIL	24,452.33	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	6	3	Apr 10, 2017 2:54:16 PM	GBIL	35,593.24	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	5	2	Mar 7, 2017 11:47:15 AM	GBIL	24,738.22	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	4	1	Feb 13, 2017 11:02:21 AM	GBIL	186,659.24	
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	3		Feb 7, 2017 12:00:00 AM	GCSH		23,485.50
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	2		Feb 1, 2017 12:00:00 AM	GCSH		22,789.43
		420747	Certified Investigator Train Prog	Pennsylvania Department Of Public Welfare	420747	1		Jan 24, 2017 12:00:00 AM	GCSH		29,880.57
	420747 - Total									747,930.67	213,310.48
0747 -	Total									747,930.67	213,310.48
verall -	Total									747,930.67	213,310.48

Self Serve Banner

