

An aerial photograph of the California State University San Marcos (CSUSM) campus. The image shows several large, modern university buildings with light-colored facades and flat roofs. A central green lawn is visible, surrounded by paved walkways and smaller trees. In the background, a residential area with many houses is visible, followed by rolling hills and mountains under a clear blue sky. A large blue diagonal graphic element is overlaid on the left side of the image, containing white text.

CSUSM

# Sponsored Projects at CSUSM Workshop

Office of Sponsored Projects  
Grants and Contracts Development

October 12, 2023



# WELCOME! Dr. De Leone





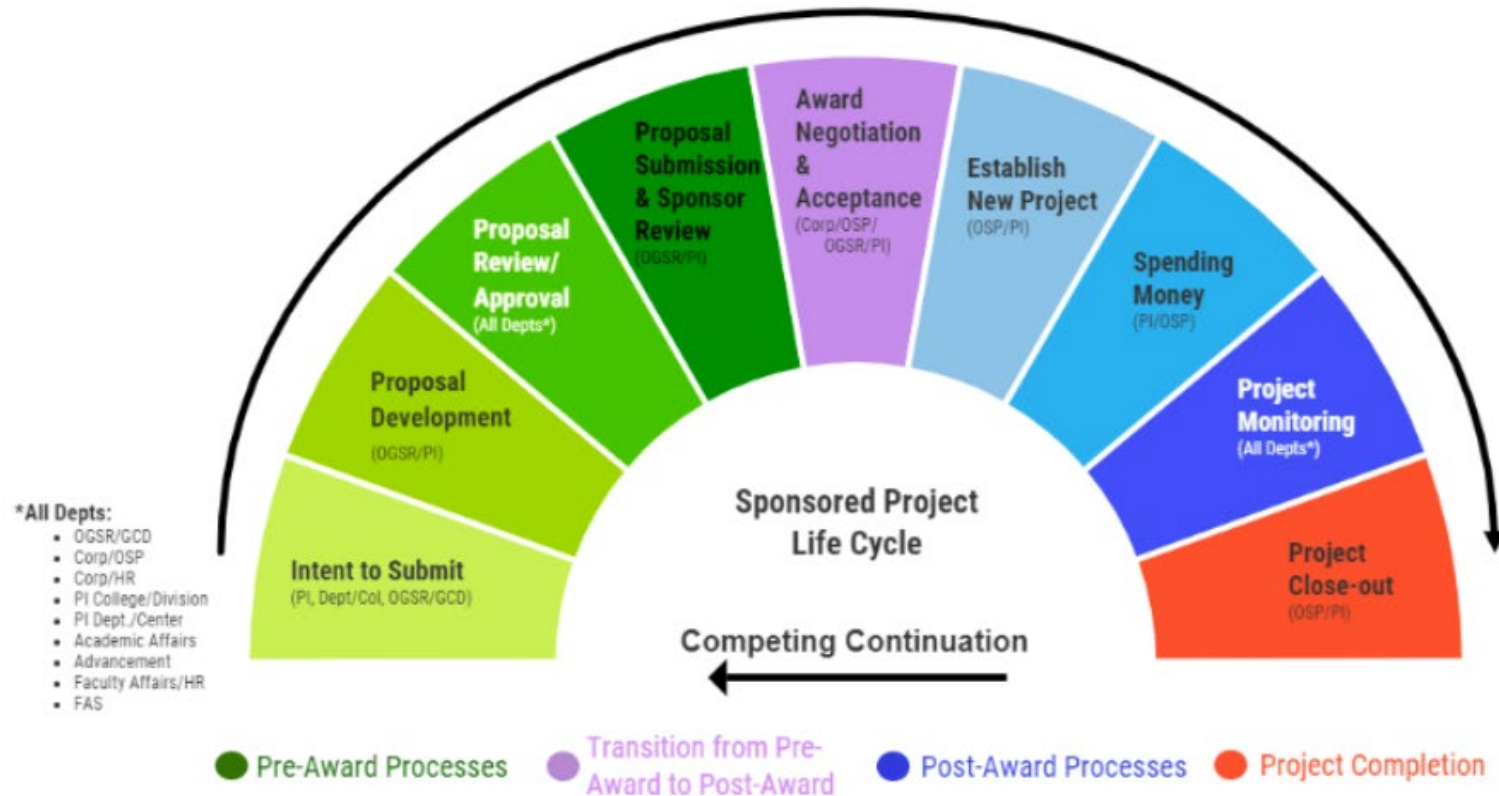
# AGENDA

- Lunch
- Project Lifecycle
- Pre-Award Introduction
- Pre-Award Services
- Post-Award Introduction
- Post-Award Services
- Compliance and Policies
- Project Support
- Dr. Jane Kim, Principal Investigator



# PROJECT LIFECYCLE

## Overview of Proposal Submission (Pre-Award) and Project Management (Post-Award)



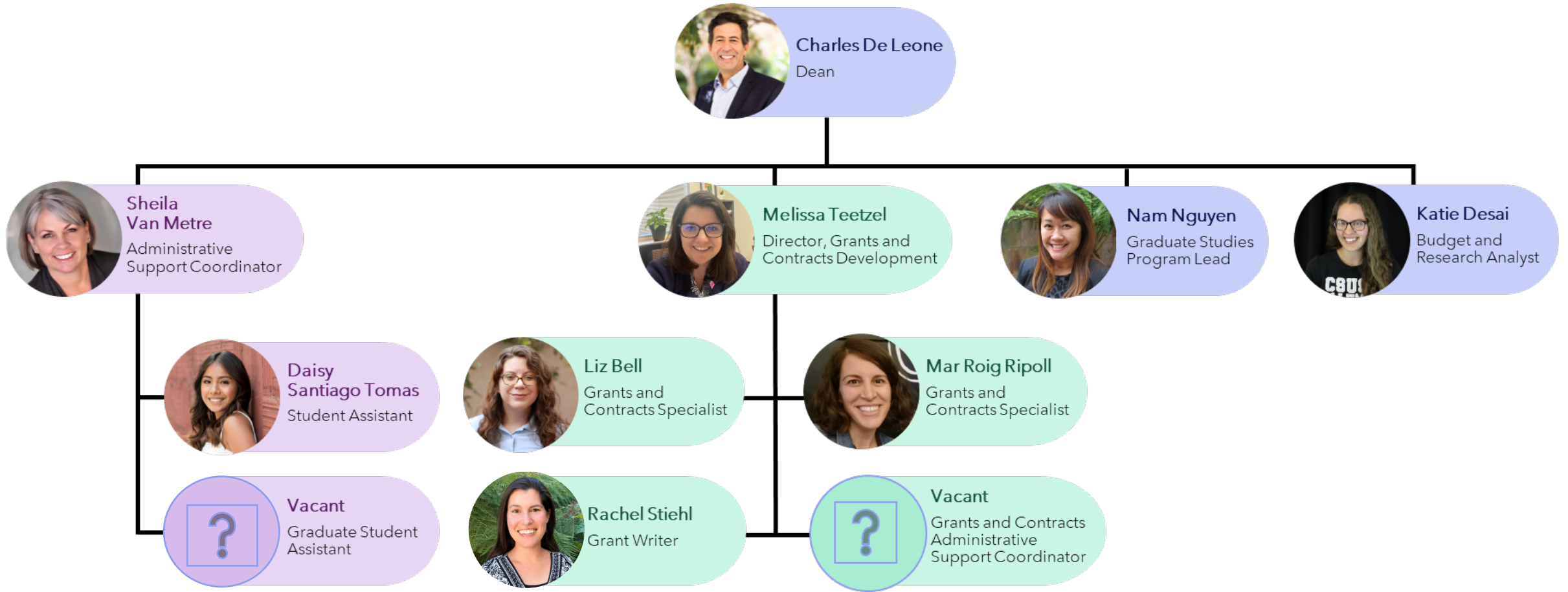




# GRANTS AND CONTRACTS DEVELOPMENT INTRODUCTION

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# Office of Graduate Studies and Research





# OUR COLLECTIVE WORK WITHIN THE STRATEGIC PLAN

## GOAL

Achieving our Vision through  
Academic Excellence



A CSUSM education stimulates lifelong intellectual engagement, personal growth and social mobility through the efforts of dedicated teacher-scholars, innovative programs, community-engaged partnerships and inclusive excellence in a liberal arts framework.

#### OBJECTIVES

**1.1** Engage all students in their learning through inclusive, relevant and innovative teaching.

**1.2** Design and deliver curricula to meet students where they are, ensuring timely access and clear pathways to successful careers.

**1.3** Develop new academic programs that are responsive to the most pressing regional and global needs.

**1.4** Equip all students with the tools and resources to meet learning outcomes that set them on a purposeful path of inquiry and achievement in the classroom and in their personal development, driving individual and collective social mobility.

**1.5** Support and intellectually engage a community of teacher-scholars whose research, scholarship and creative activities impact and serve our region and world.

**1.6** Expand research and grant activities that push the boundaries of knowledge, solve critical issues and strengthen communities.

**1.7** Invest in hiring, retention and development of tenure-track faculty.

**1.8** Support and invest in our dedicated staff, lecturers and tenure-track faculty who serve our diverse student body.

## 1.6

*Expand research and grant activities that push the boundaries of knowledge, solve critical issues and strengthen communities.*

# GRANTS AND CONTRACTS DEVELOPMENT KEY FUNCTION

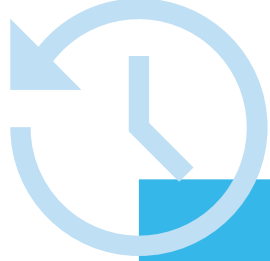
“ ...on behalf of the campus, shall ensure compliance with applicable government regulations, CSU policies, and sponsor guidelines regarding proposal submission of grants, contracts, subawards, cooperative agreements, letters of intent... ”

*From Pre-Award Review and Approval Procedure*



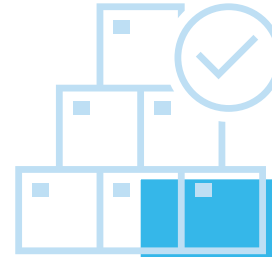


# GRANTS AND CONTRACTS DEVELOPMENT



## Research Development

- Focus ideas/people
- Concept/idea development
- Grant writing and editing
- Funding identification
- Large-scale proposals
- Communicating on research and funding



## Research Administration: Pre-Award

- Focus policies
- Application components
- Assembly and submission
- Budgets
- Compliance

# RESEARCH DEVELOPMENT ROLES



**Liz (Grants and Contracts Specialist)** - Proposal Portfolio + Grant Writing Bootcamp, New Faculty Outreach, Grants and Contracts Development Advisory Committee, Research Seminar Series

**Mar (Grants and Contracts Specialist)** - Proposal Portfolio + Newsletter and Communications, International Faculty and Staff Committee

**Rachel (Grant Writer)** - Temporary Proposal Portfolio + Facilities and other institutional boilerplate documents, Consultations, Proposal writing, Institutional Letters of Support, Grant Proposal Seed Money, OSP Seed Grant

Grant Support Faculty Fellow –  
Watch for call for applications  
coming soon!



# PRE-AWARD TOPIC

## GCD & PI ROLES & RESPONSIBILITIES

### Principal Investigator

- Notify OGSR of intent to apply
- Complete COI in Cayuse
- Coordinate when needed with Safety, Health and Sustainability; IRB; IACUC; Library; IITS; others
- Write proposal according to funder guidelines
- Secure sources of cost-sharing, and approval for new space
- Secure agreements/letters from individual consultants/collaborators
- Initiate discussion regarding need for indirect cost exceptions with chair/dean
- Finalize budget with Grants and Contracts Specialist 10 days in advance of deadline
- Provide final documents to Grants and Contracts Specialist
- Confirm accuracy and completeness of final assembled package and approve submission

# PRE-AWARD TOPIC

## GCD & PI ROLES & RESPONSIBILITIES

### Grants and Contracts Development Specialist

- Review sponsor guidelines and ensure PI follows guidance
- Serve as point of contact for any collaborating institutions
- Provide timeline and checklist for proposal development

- Manage budget development to ensure compliance with funder guidelines
- Consult with other campus entities as needed

- Communicate COI and RCR requirements
- Ensure indirect cost recovery exceptions have been approved –if needed
- Circulate proposal for internal approvals in Cayuse
- Assemble proposals in sponsor’s platform (e.g., grants.gov, Research.gov)
- Serve in the capacity of CSUSM’s Authorizing Official (AOR) for providing contracting and granting agencies assurances
- Proposal submission
- Communication with funder when award comes through and hand-off to CSUSM Corp



# GCD SUPPORT



## SEARCH FOR FUNDING

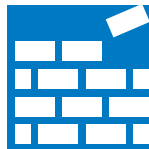
- Advise faculty/staff
- Set-up personalized, automatic searches on Pivot

## RFP/RFA COMPLIANCE



- Digest the call for applications
- Share a timeline
- Prepare a checklist

## FACILITATE PROPOSAL



## DEVELOPMENT

- Budget development
- Application assembly
- Institutional letters
- Facilities and other boilerplate



## APPROVAL - SUBMISSION

- Cayuse routing
- Other compliance
- Submission
- Budget revisions for award

# SELF-NOMINATIONS GRANTS AND CONTRACTS DEVELOPMENT ADVISORY COMMITTEE

## Seats to fill:

- Tenured CHABSS/BSS
- Tenured CHABSS/HA
- Tenured CEHHS
- Tenured Library
- Tenured CoBA
- At-large tenure-line



Origination 8/23/2023  
Last Approved 8/24/2023  
Effective 8/23/2023  
Last Revised 8/24/2023

Area Academic Affairs (AA)

## Grants and Contracts Development Advisory Committee (FAC 791-22)

Definition:	This policy establishes and authorizes the External Proposals Committee which will advise on activities designed to increase competitiveness for external funding. This policy supplants the Grant Proposal Seed Money Policy (FAC 214-01).
Authority:	University President
Scope:	To review proposals for internal funding mechanisms and advise on Grants and Contracts Development activities.

### I. COMMITTEE CHARGE [🔗](#)

- A. The Grants & Contracts Development Advisory Committee (GCDAC) conducts the review process of applications for internal competitions that are designed to provide seed funding, selects proposals when external sponsors limit the number of submissions, and otherwise advises to increase the competitiveness of proposals for external sponsors.
1. Based on criteria GCDAC develops and makes publicly available by posting on OGR's website, GCDAC evaluates internal submissions and makes recommendations for awards to the Dean of Graduate Studies and Research (GSR). Internal proposals are reviewed during the academic year.
  2. GCDAC is not an Academic Senate standing committee. GCDAC will report their recommendations to the Dean of GSR.
  3. GCDAC will make recommendations for changes to procedures for internal competitions.
- B. The GCDAC will act in an advisory capacity for Grants and Contracts Development and meet once per academic year to advise on the unit's plans.

### II. COMMITTEE COMPOSITION [🔗](#)

- A. The GCDAC shall be constituted as follows.
1. The GCDAC shall be a committee composed of eight (8) faculty members.
  2. Due to the nature of the committee's charge, committee members with external funding experience are strongly preferred.
  3. One (1) member shall be elected from the eligible tenured faculty in each of the following areas:
    - a. College of Education, Health, and Human Services (CEHHS); College of Business Administration (CoBA); College of Science Technology, Engineering, and Mathematics (CSTEM); College of Humanities, Arts, Behavioral & Social Sciences - Behavioral & Social Sciences (CHABSS-BSS); and CHABSS Humanities and Fine Arts (CHABSS-HA)

**NOMINATIONS ARE OPEN UNTIL OCT 20TH – PLEASE CONSIDER JOINING**



# UPDATES TO KEEP IN MIND FOR RESUBMISSIONS/NEW PROPOSALS

PI and Co-PI Assurances may have changed



20 business days notice to submit a proposal

Cayuse - used for proposal routing and COI

Biosketch and Current & Pending Support - SciEnCV

Budget Development policies

Data Management Policies – especially NIH

Funding agencies change grant guidelines almost every year



# SPONSORED PROJECTS AT CSUSM

FUN STUFF! ROLES AND  
RESPONSIBILITIES

:)

LESLIE BROTCHE & MARIA CHIEM





# Project Setup

## PI

- Obtain approvals where applicable human subjects, export control, biosafety, IACUC
- Subrecipients: collect Payee Data 204 form, submit requisition, request to create purchase order

## Analyst

- Approve pre-award spending request (include link here) if applicable
- Ask FSO to create project and fund number
- Review, and negotiate contract agreement (i.e.: financial and reports)
- Enter award data into CFS i.e., reporting deliverables, & budget
- Subrecipient: obtain fully executed agreement, and approve requisition/purchase order requests

## Both

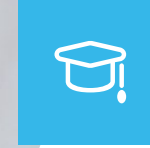
- Review award notice including budget, and terms and conditions
- Review intellectual property terms and negotiate IP issues
- Complete Project Agreement (includes who gets fiscal authority on your project)
- Participate in PI Orientation with your assigned analyst



# Expenditure Review



**Allowable**



**Consistency**



**Allocable**



**Availability of funds**



**Reasonable**



**Project dates**



- EAFs
- Procard
- Direct Pay
- Travel
- IUBS & FTR
- Req and POs
- Independent Contractors



### **PI**

Overall responsibility for financial and programmatic stewardship of award

Generate requisitions, EAFs, travel requests, FTRs etc.

### **Analyst**

Cannot fill out forms on behalf of PIs, it is conflict of interest as we review and approve.

Review and approve requisitions, EAFs, travel requests, FTRs etc.

### **Both**

Monitor expenditures against project budget

Approve payment of invoices including subrecipients, IC, etc.

Review on a regular basis

## **SPENDING MONEY**

## PI

- Ultimately responsible
- Know your budget
- Keep track of your budget
- Notify OSP when you would like to do a budget revision and work with analyst to submit to the sponsor
- Work with analyst on carryforward, budget revision, and prior approval requests
- Initiate carryforward (when sponsored approval required) request to OSP

## BOTH

- ▶ Monitor expenses against budget
- ▶ Booking to the correct account code
- ▶ Monitor for allowability, allocability, and reasonableness through performance period
- ▶ Review and identify expenditure discrepancies

## ANALYST

- ▶ Provide B2A to PIs
- ▶ Meet with PIs when there are questions about the budget
- ▶ Review and submit rebudgeting request to sponsor
- ▶ Request carryforward from the sponsor

# Monitoring Project Spending







# PROCARD AUDITS

## PI AND ANALYST

Allowability, allocability, consistency, enough funds in the budget, dates within the project

## PI

Submit Procard reconciliation on time

Chartfield needs to be accurate

Collect appropriate forms/hospitality/gift card logs

## **ANALYST**

Cash management – AR management, handlings of checks, deposits

Billing= Invoice through CFS (Corp sending invoice to Sponsor)

Draw Down= cash requested through sponsor site (federal government)

## **PI**

Sign invoice (depends on requirements from sponsor)



# **BILLING AND DRAW DOWN**

## **PI**

Knowing the reporting due dates (i.e. quarterly, annual)

Prepare/submit new technology, patents, invention, and contract specific reports

Provide a copy of reports submitted to OSP analyst

Notify OSP analyst when ready to begin a No Cost Extension

# **PROGRESS REPORTING**



## **ANALYST**

Financial reporting

Help submit reporting for technology, patents, invention, and contract specific reports

Save copy of reports submitted by PI in their respective project folder



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**ANALYST:** prepares and submits.  
**PI:** Review and identify discrepancies.  
**BOTH:** Responsible for accuracy

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## TYPES OF REPORTS

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**Federal Financial Report (FFR, SF425)**

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**Annual Financial Report**

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**Invoices/Final Invoices**

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**Carryforward request**

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**No Cost Extension**

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# FINANCIAL REPORTING



## ANALYST

- ▶ Annual single audit
- ▶ Responsible for responding to audit inquiries
- ▶ Participate in audit interview if necessary
- ▶ Serve as liaison to sponsor/Chancellor's Office on audit requests

## PI

- ▶ Maintain records on their research per agreement and/or Uniform Guidance
  - ▶ Student eligibility for the grant, stipends, and scholarships

## AUDITS





[Website](#)

[Handbook](#)

[Uniform Guidance :](#)

[OSP Team](#)

[Leslie](#)

[Kim](#)

[Maria](#)

[Laura](#)

[Zack](#)

[Trina](#)



## SPONSORED PROJECTS

[Conflict of Interest and Training](#)

### OSP FAQ's

[OSP Policies, Procedures & Forms](#)

[Project Lifecycle](#)

[Training](#)

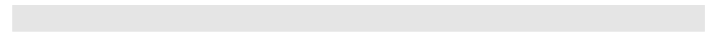
[Tools and Resources](#)

# OSP RESOURCES





# Compliance Policies, Procedures & Guidelines

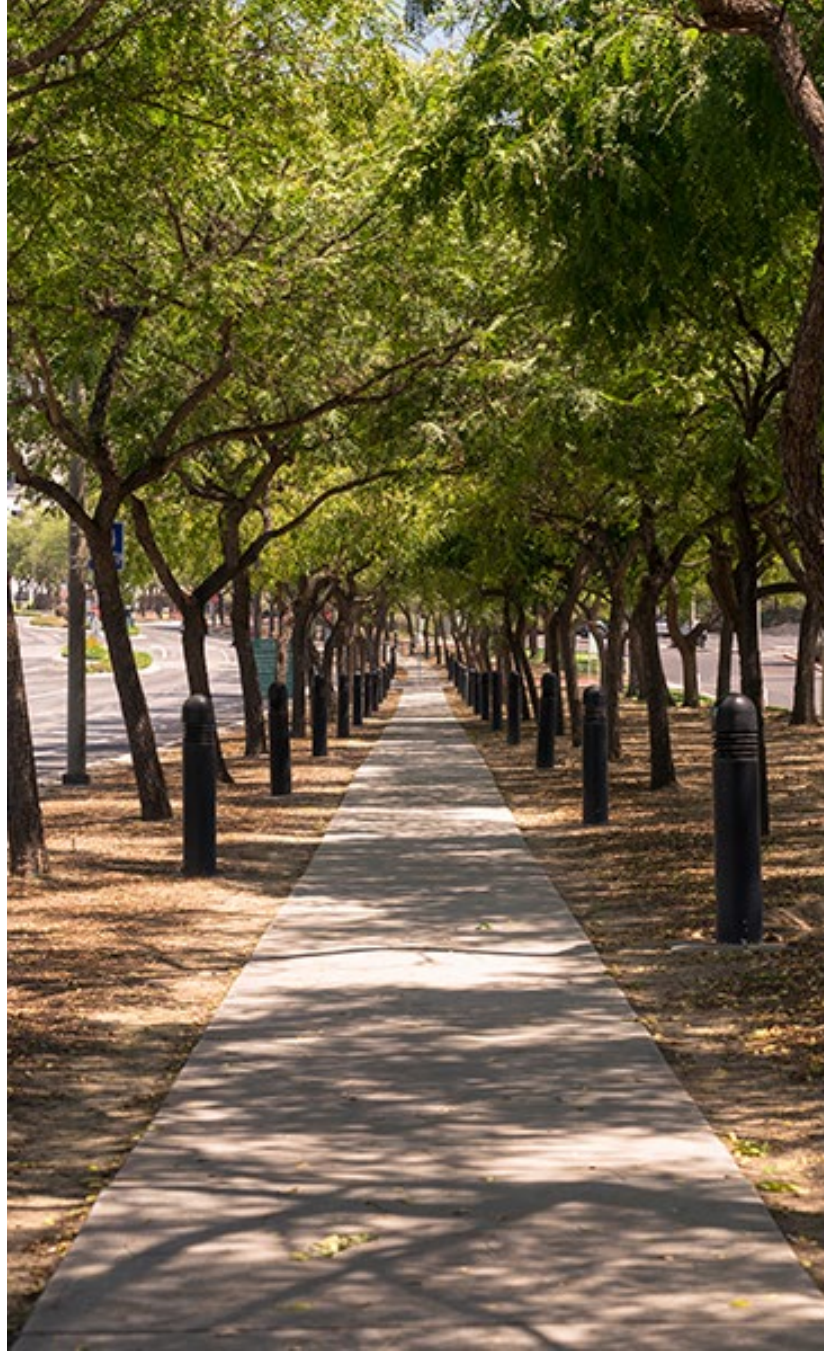




### **Federal Regulations Hierarchy Pyramid**

- This pyramid represents the order of precedence of federal regulations for Awards.
- The order starts at the top of the pyramid – the federal Award itself – and flows down to the Code of Federal Regulations (CFR) at the base of the pyramid.
- Because CSUSM is a state agency, University policies and California State public laws may also apply.
- In general, the most restrictive will apply.





The hierarchy of regulations is to specify which regulations supersede if there is a conflict.

1. Start with the terms and conditions contained in the award document and review the program announcement/solicitation, which may also contain specific guidelines that must be followed.
2. Next are institutional policies.
3. The specific federal agency/sponsor general guidelines might be more restrictive and would apply in a case where the agency guidelines conflict with more general federal guidelines.
4. At the bottom of the pyramid and applicable to all federally sponsored agreements are Federal Laws or Regulations. These regulations apply generally to all federal grants and contracts, i.e., Fly America Act





## Uniform Guidance

- The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014. The Uniform Guidance is a "government-wide framework for grants management",
- eCFR: [Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)





- Fly America Act- Travelers using federal funds are required to use a U.S. flag carrier.
- Factors for allowability of costs: Travel
  - Reasonable
  - Allocable
  - Consistent
- Things to consider as you move up the hierarchy chart.
  - Does the travel fit the above parameters as stated in the UG?
  - Are there any other Agency guidelines to consider?
  - Have all internal policies regarding travel been addressed, i.e., \$275 hotel ?
  - Finally, does the award itself allow travel?
  - If #1-3 answers are yes but #4 is no, then the travel expense is unallowable.







**Research Terms and Conditions Appendix A**  
**Prior Approval Matrix**  
**November 12, 2020**

	Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
<b>Prior Written Approval (prior approval)*</b>	<b>200.407</b>									
<b>Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts</b>	<b>200.407(a)</b>									
Changes in principal investigator (PI), project leader, project partner, or scope of effort.	200.201(b)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
<b>Cost sharing or matching</b>	<b>200.407(b)</b>									
Use of unrecovered indirect costs, including indirect costs on cost sharing or matching.	200.306(c)	Waived	Waived	Waived	Waived	Waived <sup>15</sup>	Waived	Waived	Required	Waived
Use of current fair market value to determine the value of non-Federal entity contributions of services and donations of property for the purposes of cost sharing or matching.	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Costs of the fair market value of equipment or other capital assets and fair rental charges for land when the Federal award supports activities that require use of equipment, buildings or land.	200.306(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
<b>Program Income</b>	<b>200.407(c)</b>									
Use of program income during the period of performance (additive method).	200.307(e)(2)	Waived	Waived	Waived	Waived <sup>5</sup>	Waived	Waived	Waived <sup>20</sup>	Waived	Waived
<b>Revision of budget and program plans</b>	<b>200.407(d)</b>									
Change in the scope or the objective of the project or program.	200.308(c)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Change in a key person specified in the application or Federal award.	200.308(c)(2)	Required	Required <sup>14</sup>	Required	Required	Required	Required	Required	Required	Required
Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved Project Director (PD) or PI.	200.308(c)(3)	Required	Required <sup>14</sup>	Required	Required <sup>5</sup>	Required	Required	Required <sup>21</sup>	Required	Required
Inclusion, unless waived, of costs that require prior approval in accordance with Subpart E – Cost Principles.	200.308(c)(4)	Required	Waived <sup>1</sup>	Required	Waived <sup>7</sup>	Required	Required	Required	Required	Required
Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required <sup>2</sup>	Required	Waived <sup>8</sup>	Required	Required	Required	Required	Required
Subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.	200.308(c)(6)	Required	Required	Required	Waived <sup>9</sup>	Waived <sup>16</sup>	Required	Required	Required	Required
Changes in the approved cost-sharing or matching provided by the non-Federal entity.	200.308(c)(7)	Required	Required	Required	Required	Waived <sup>17</sup>	Required	Required	Required	Required
Need for additional Federal funds to complete the project.	200.308(c)(8)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award.	200.308(e)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Incur project costs more than 90 calendar days pre-award.	200.308(e)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Initiate a one-time extension of the period of performance by up to 12 months.	200.308(e)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Subsequent no-cost extension or extension of more than 12 months.	200.308(e)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Carry-forward of unobligated balances to subsequent budget periods.	200.308(e)(3)	Waived	Waived	Waived	Waived <sup>10</sup>	Waived	Waived	Waived	Required	Waived
Transfer amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.	200.308(e)(4)	Waived	Waived	Waived	Waived <sup>11</sup>	Waived	Waived	Waived	Required	Waived
Restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the simplified acquisition threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency.	200.308(f)	Waived	Waived	Waived	Waived <sup>11</sup>	Waived	Waived	Waived <sup>22, 23</sup>	Required	Waived
Making any fund or budget transfers between construction and non-construction work.	200.308(h)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
<b>Real Property</b>	<b>200.407(e)</b>									
Encumber real property acquired with Federal funds.	200.311(b)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Transfer of title to the Federal awarding agency or to a third party.	200.311(c)(3)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Special arrangements and alterations costs incurred specifically for a Federal award.	200.462(a)	Required	Required <sup>3</sup>	Required	Waived <sup>12</sup>	Required	Required	Required	Required	Required

<b>Revision of budget and program plans</b>	<b>200.407(d)</b>									
Change in the scope or the objective of the project or program.	200.308(c)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Change in a key person specified in the application or Federal award.	200.308(c)(2)	Required	Required <sup>14</sup>	Required	Required	Required	Required	Required	Required	Required

<b>Participant support costs</b>	<b>200.407(t)</b>									
Transfer of funds into the participant support cost category.	200.456	Waived	Waived <sup>4</sup>	Waived	Required <sup>13</sup>	Waived	Waived	Waived	Required	Waived
Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required	Required	Waived <sup>8</sup>	Required	Required	Required	Required	Required



# OGSR PROJECT SUPPORT SERVICES COORDINATOR

*Helps eligible PIs spend by...*

- Purchasing supplies
- Initiating travel requests and expense claims
- Creating requisitions/purchase orders (e.g. for equipment/services)
- Guiding PI/PDs through the documentation needed (e.g., Cost Justification or Sole Source Forms)
- Initiating Hospitality Forms
- Guiding PIs through hiring Independent Contractor
- Employment Authorization Form (EAF) for staff, CSUSM non-exempt staff working additional employment, and students hired through CSUSM Corporation

*Also referred to post-award administrative support or post-award departmental support*



# OGSR PROJECT SUPPORT SERVICES COORDINATOR

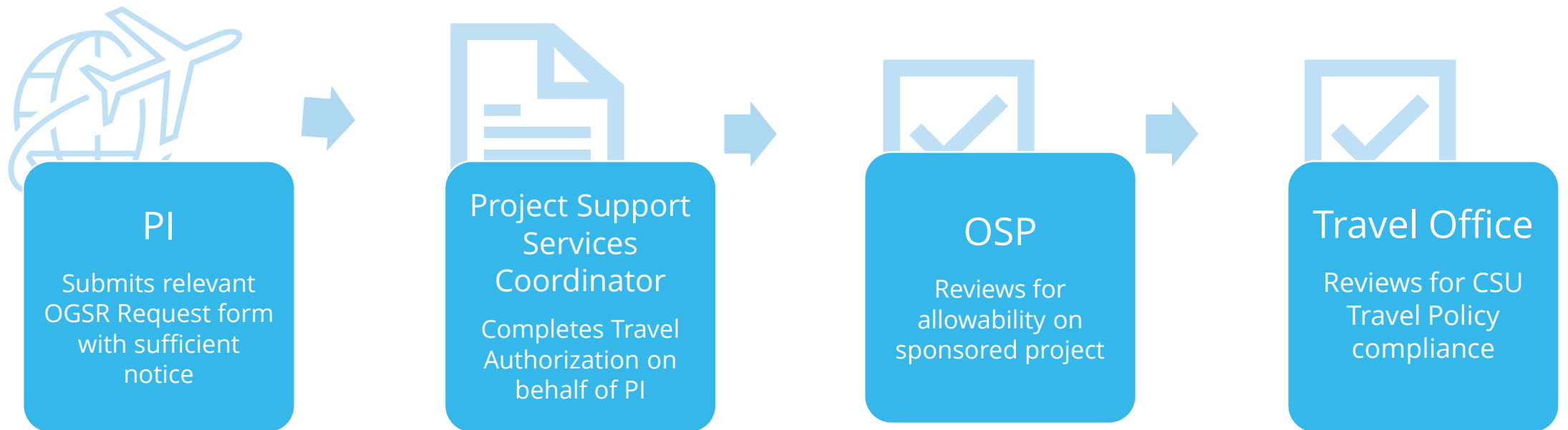
*Keep in mind this person is support/help*

- Is not an authority on your sponsored project
- Is not responsible for approving
- Is not a final word on available funds to spend
- Can submit paperwork but requires PI monitoring and follow-up to ensure expenses are approved



# EXAMPLE OF SPENDING PROCESS

## TRAVEL AUTHORIZATION



GRANTS & CONTRACTS

Proposal & Award Process

Pre-Award Development

Post-Award Management

Award Set Up

Post Award Admin Support

Post Award at Sponsored Projects

Policies & Procedures

Newsletters

Events & Announcements

OGSR

(760) 750-4066

ogsr@csusm.edu

Administration Building 5102, Monday - Friday 8:30 am - 4:30 pm

## Post-Award Administrative Support

The Office of Graduate Studies and Research offers grant support to faculty who have active grants managed through CSUSM Corporation when their project meets certain criteria. As a member of the OGSR Grants and Contracts Development team, the Grants and Contracts Administrative Support Coordinator will provide faculty with assistance in completing the CSUSM Corporation and University processes for the procurement of goods and services. The following outlines the services offered through OGSR as well as the activities that will continue to be the responsibility of the principal investigator/project director (PI/PD).

The OGSR Grants and Contracts Administrative Support Coordinator will support PIs/PDs whose projects meet certain criteria through the following expenditure actions:

- Purchasing supplies or conference registration with a ProCard: [Purchasing Request Form](#)
- Initiating travel requests and expense claims: [Travel Request Form](#)
- Creating requisitions/purchase orders (e.g. for equipment/services) and guiding PI/PDs through the documentation needed (e.g., Cost Justification or Sole Source Forms): [Purchasing Request Form](#)
- Initiating Hospitality Forms and reimbursement through Direct Pay Forms when relevant: [Hospitality Request Form](#)
- Guiding PIs through the Independent Contractor Determination Checklist, independent contractor agreement, and purchase order process by sharing forms, collecting Payee Data Records, and initiating independent contractor agreements: [Independent Contractor Request Form](#)
- Starting the process to request a **Sponsored Project-funded (85xxx)** Employment Authorization Form (EAF) for staff, CSUSM non-exempt staff working additional employment, and students hired through CSUSM Corporation: [Employment Authorization Request Form](#) (OGSR will assist with these EAFs)

**For Non-Sponsored Project standard (86xxx or 81xxx) EAFs**, please complete the Employment Authorization Form for staff, CSUSM non-exempt staff found instead under the Forms then Human Resources & Payroll Forms section of: [CSUSM Corporation Human Resources & Payroll Forms](#).

# OGSR PROJECT SUPPORT SERVICES COORDINATOR

*Request form process available on the OGSR Research website*





# Sponsored Projects Seed Grant

An award by the SuRE Resource Center, University of Kentucky from NIH 1U24GM146576-01

## Increasing Comprehensive Support for Faculty in Sponsored Research

### Proposal Development Library

Strengthen Proposal Submissions

- Successful proposal examples
- Reviewer Feedback
- Boilerplate language
- Links to helpful information

### Project Support Services Coordinator

Reduce Administrative Barriers in Research

- Build successful model for position
- Observe other institutional successes
- Professional Development  
Policies, Procedures, & Forms

### Post-Award Faculty Fellow

Education/Training for New PIs

- Peer to Peer Mentoring
- Monitor grant budgets
- Hiring/evaluating employees
- Building a research program



# Dr. JANE KIM

...

Associate Professor, CSTEM

Principal Investigator, NIH

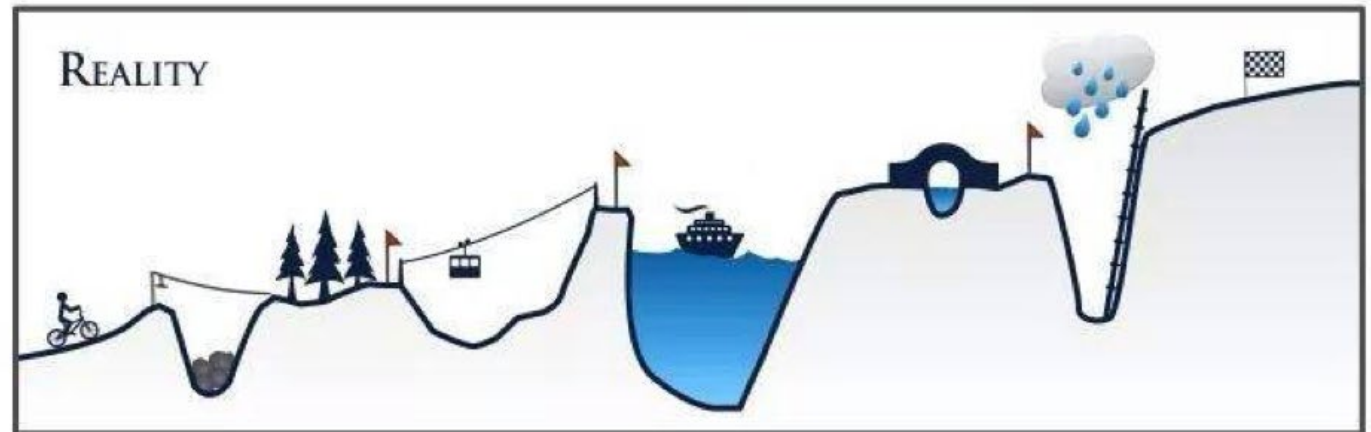
Project:

Mechanisms of Myotonic Dystrophy Type 2-  
causing CCTG DNA Repeat Instability

# Topics

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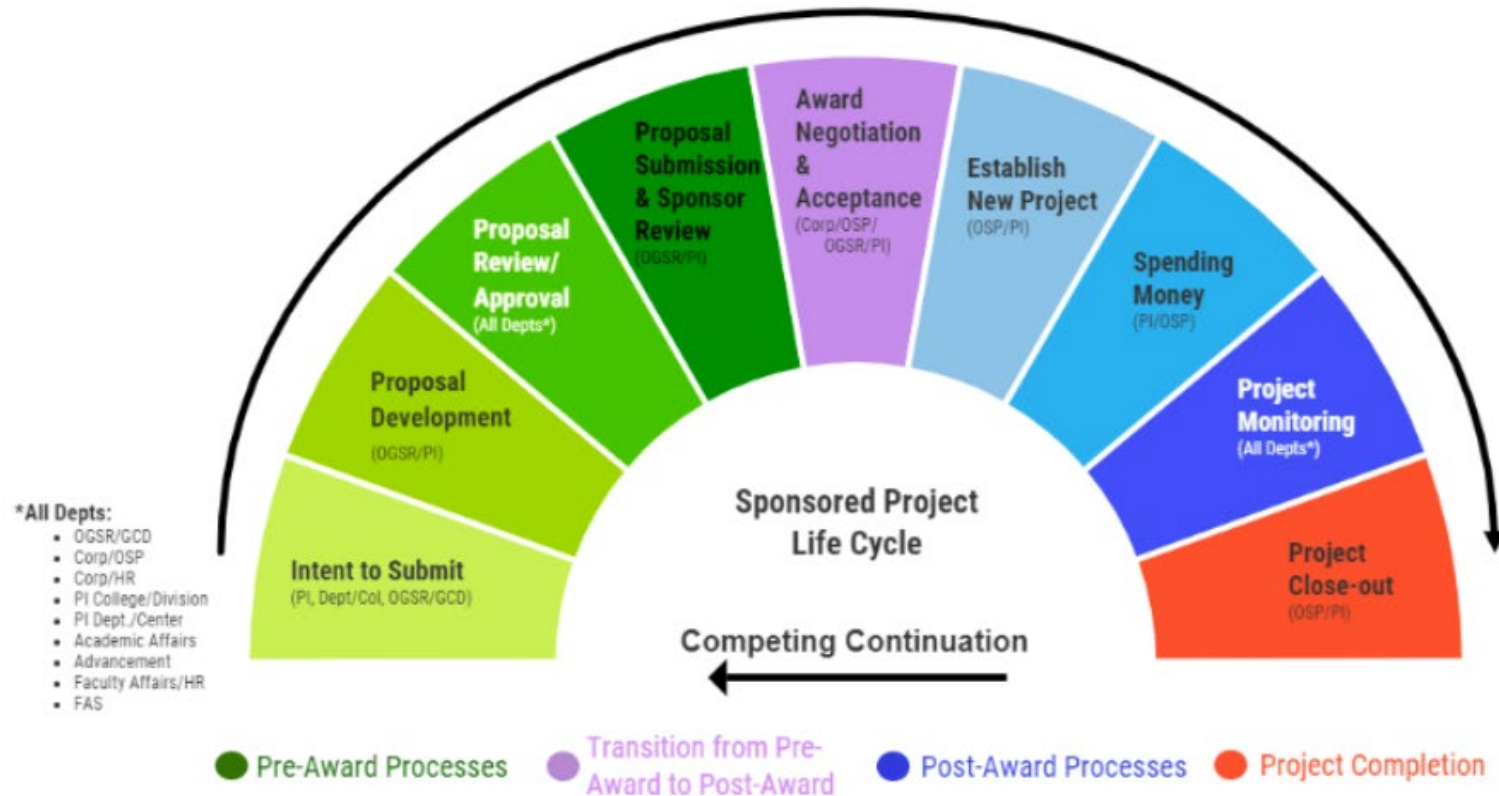
- My approach to managing a project and budget
- How I structure my time
- What I have learned





# PROJECT LIFECYCLE

## Overview of Proposal Submission (Pre-Award) and Project Management (Post-Award)



# The Eisenhower Decision Matrix

	Urgent	Not urgent
Important		
Not important		

# The Eisenhower Decision Matrix

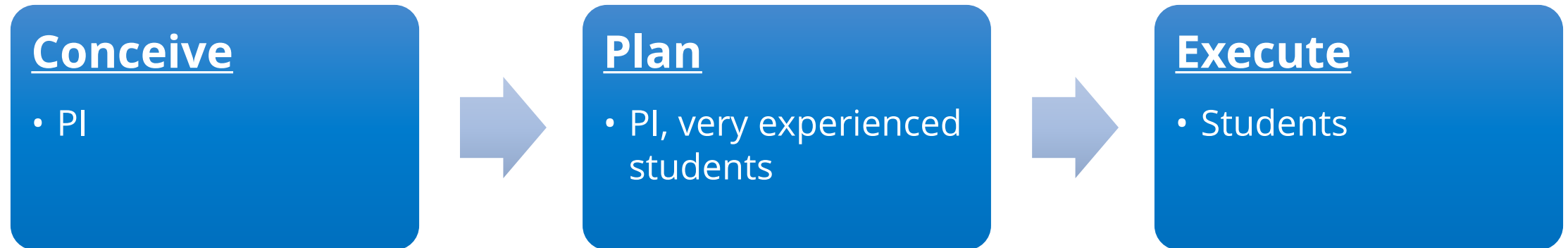
	Urgent	Not urgent
Important <i>Requires your expertise</i>	<b>Do:</b> Tasks with deadlines and immediate consequences	<b>Schedule:</b> Tasks with unclear deadlines that contribute to long-term success
Not Important <i>Does not require your direct expertise</i>	<b>Delegate:</b> Tasks that must get done but don't require your specific skill set	<b>Delete:</b> Distractions or unnecessary tasks (for you to do)



# Schedule the important, non urgent tasks and goals

- Preparation and submitting manuscripts
- Submitting grant proposals
  - *Yes, there might be a deadline for the grant itself but likely no fixed requirement that you apply for it at that set time*
- Aspiring to have a research group with a particular composition
  - *Think about having more experienced students to help train new ones and inviting/hiring new students appropriately to fill the pipeline*

# Another framework from the project management and business world



# Consider a five-year plan, to be updated annually

How it started: September 2016

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Year 1</b> 2016-2017	Launch lab website			TSRI SoCal Genome Stability Meeting	<u>**Year 1 WPAF</u> CSUPERB Biotech Symposium					June 25 NIH R15 deadline (first submission?)		<u>**Year 2 WPAF</u>
<b>Year 2</b> 2017-2018						Feb NIH R15 deadline (resubmission)	2018 GRC DNA Damage				2018 FASEB Yeast replication	
<b>Year 3</b> 2018-2019					<u>**Year 3 WPAF</u>							<u>**Year 4 WPAF</u>
<b>Year 4</b> 2019-2020												
<b>Year 5</b> 2020-2021					<u>**Year 5 WPAF</u>							<u>**Tenure WPAF</u>

How it went: May 2022

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Year 1</b> 2016-2017	Launch lab website			SoCal Genome Stability Symposium	<u>**Year 1 WPAF</u>	(35) Submit CSUPERB <a href="#">grant</a> [unfunded]			NIH SC3 Submission 5/25/17			<u>**Year 2 WPAF</u>
<b>Year 2</b> 2017-2018				SoCal GSS		(36)	2018 GRS DNA Damage	SC3 Awarded!				2018 Yeast Meeting
<b>Year 3</b> 2018-2019				SoCal GSS	<u>**Year 3 WPAF</u>	(37)						<u>**Year 4 WPAF</u>
<b>Year 4</b> 2019-2020					CSUPERB Symposium	(38)	Covid-19 Campus Shutdown					NSF CAREER Submission 8/11/20 [unfunded]
<b>Year 5</b> 2020-2021		Baby		SoCal GSS	<u>**Year 5 WPAF</u>	(39)						<u>**Tenure WPAF</u>
<b>Year 6</b> 2021-2022	Apply for sabbatical					(40) Apply for RSCA <a href="#">grant</a> [awarded]					<u>**Tenure Decision</u>	
<b>Year 7</b> 2022-2023	Start sabbatical					(41)						
<b>Year 8</b> 2023-2024						(42)						



# Getting money: There is more than one successful grant submission outcome

- Best outcome: Grant is funded
- Realistic outcome: You receive helpful feedback that strengthens the next submission, thereby increasing the likelihood of future funding

Grant	Amount	Submitted	Outcome
CSUPERB	\$15,000	Feb. 6, 2017	Not funded (early May)
NIH SCORE	\$420,500	May 25, 2017	Funded, 4 years (April 2018)
NSF CAREER	\$800,000	Aug. 11, 2020	Not funded (Dec 2020)
CSUSM RSCA	\$6,700	Feb. 15, 2022	Funded, 1 year

- Currently working on an NIH AREA grant (~\$400,000 for 3 years) due Oct. 25

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# How do I buy stuff?

- Project support services coordinator
- Request a Corp ProCard (credit card) and make your own purchases. Keep all receipts, and perform your own monthly reconciliation.
- Use grant funds to hire an assistant/technician to make purchases and perform reconciliation. Only non-student employees can request their own ProCard.
- Pay CTREE 50% of your PI IDC return to make purchases and perform reconciliation.



# My total award was \$420,500 over 4 years

Direct	\$300,000
Indirect (IDC) <i>CSU Rate 49%</i>	\$120,050

Corp share of IDCs		~\$72,000
Excess IDCs		
OGSR	35%	\$23,625
CSTEM	30%	\$20,250
Academic Affairs, Provost's Office	15%	\$10,125
Department	10%	\$13,500
PI	10%	

# Other tips

*in no particular order*

- Pay yourself first
- You are ultimately responsible for knowing allowable costs
- Set calendar reminders
  - Follow up on summer payments, invoices for large equipment paid...
- Ask for help and extend help
- On an RPPR, don't call anything a "course release"
  - It's faculty salary for reassigned time

# Project outcomes

- Manuscript in review with 10 student co-authors
- 30+ undergraduate research presentations
- 21 undergraduate researchers, 5 M.S. students, 9 students currently enrolled in PhD programs
- ~\$12K in unspent funds





THANK  
YOU

