

Proposal and Award Management: Tips & Tricks

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Andrea Zakrzewski
Grants Officer



NORTHWESTERN
UNIVERSITY

Sponsored Research

- Sponsored research represents funding for research, training and public service provided by a variety of external sponsors
- Variety of mechanisms – grants, contracts, cooperative agreements, subawards
- Each project is unique and each requires careful preparation



Sponsored Research

- Planning begins at proposal stage, which sets up successful management at the award stage
- Support and management continues until the award ends
- RA plays a role throughout the lifecycle, proposal to award closeout



Solicitation: Proposal Roadmap

- Solicitation will (usually) guide you in all aspects of sponsor expectations and guidelines for proposal development
- Tempting to only read applicable sections, but reading through the entire document thoroughly is beneficial
- Use search function to quickly find “buzz words”
 - Export controls, conflict of interest, intellectual property, publications, certifications, SETA



Proposal Templates

- Having templates at your disposal helps both the RA and PI
- Most recent biographical sketch in appropriate sponsor formats
- Keep current and pending updated as proposals go out and awards come in
- Budget templates
- Work with department to develop broader standard documents (e.g., facilities)



Award Notice: Post-Award Roadmap

- While solicitation is your roadmap for the proposal, the award notice is your roadmap for post-award management
 - Project Account Summary (PAS) flags some items but understanding the entire award document is critical
- Grant vs. Contract
- Understand RTC/FDP and what it means for award management
- Knowledge of these specifics helps you make decisions and advise the PI appropriately



Grant vs. Contract

- Grants are *assistance* mechanisms
 - Research for the sake of research
 - Funds to carry out a project or activity
 - Outcomes are typically less defined and do not determine payment
- Contracts are *procurement* mechanisms
 - Contracts generally outline very specific goals and requirements for a task to be completed by a certain date
 - Subject to an extensive body of law and regulations.
 - Usually milestones & deliverables



FDP/RTC

- Federal Demonstration Partnership/Research Terms and Conditions
- Cooperative initiative among federal agencies and institutional recipients of research funds
- RTC page (<http://www.nsf.gov/awards/managing/rtc.jsp>)
 - Provides explanations
 - Links to participating agency's specific RTC (which may differ from the standard FDP/RTC)
 - Includes prior approval matrix



Reporting: GM044

- Can work to run by department, multiple departments, or individual PIs
- Manage portfolio at a high level
- Monitor:
 - Balances and spending
 - End Dates (Project Period vs. Budget Period)
- Help anticipate issues well in advance
 - No-Cost Extension, Prespending



Project Period vs. Budget Period

- Project Period
 - Entire awarded period for the overall research project
 - Anywhere from 1-5 years (typically)
- Budget Period
 - Current period (typically 12 months)
 - Listed as the ACTIVITY PERIOD on the GM044
- A three year research project starting on 9/1/14
 - Project period: 9/1/14-8/31/17
 - Budget period: 9/1/14-8/31/15

Why is this important to understand as it relates to post-award requests?



Be Resourceful!

- Being resourceful can be the best tool an RA has in their toolbox – at the proposal and award stages
- Google it!
- Understanding how to find answers and information is crucial
 - More informed
 - More effective
 - Better resource for your

faculty



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Google Search

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Questions?

