Everything but the Science: Up Close and Personal with the Administrative Shell

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OSR Chicago Monthly Meeting
March 17, 2016
Getting Close with the Admin Shell

• Why are we talking about the admin shell?

• What is the admin shell?

• How do you win at admin shell construction?

• Where can you find additional resources?
Why are we talking about the admin shell?
The Sponsored Project Life Cycle

Post-Award Administration

Pre-Award Administration

Award Closeout

Award Management

Award Establishment

Identifying Funding Opportunity

Proposal Development and Submission

Award Negotiation and Acceptance
InfoEd Proposal Review Workflow

Proposal Review Workflow

Adm Shell Incomplete (0) → OSR Req Adm Sh Revis (0) → OSR Req Final Revis (0)

Pre-Route Complete (270) → OSR Adm Shell Rvw (0) → OSR Adm Sh Rvw Cmplt (0) → OSR Final Rvw (0) → Ready for Closeout (0)

Workflow Bypass (0)

5 days

2 days
What is the Admin Shell?

(more accurately – What is a COMPLETE Admin Shell?)
The Admin Shell Defined

• **Administrative Shell**: All proposal elements that are non-technical in nature (i.e. “everything but the science”)

• **COMPLETE Admin Shell**: All required admin shell (non-technical) elements have been
  – completed as instructed
  – uploaded into InfoEd PD
  – respective InfoEd tabs marked ‘complete’
Admin Shell Checklist (in short)

**Required Documents**
- InfoEd PD Proposal Routing Form
- Budget
- Budget Justification
- SOW / Abstract

**Other Required Documents**
*** as applicable ***
- FCOI Disclosures
- Biographical Sketches
- Capital Equipment Quote(s)
- Cost Share Documentation
- Facilities, Equipment & Other Resources
- Invitation or Permission to Submit
- Letters of Support or Collaboration

- Sponsor Solicitation/Guidelines
- Current & Pending/Other Support Document(s)
- Sponsor-Specific Forms /System Access
- Subrecipient Commitment Documentation
- Other Documents as required
Standard Admin Shell Components: Proposal Routing Form

• Proposal Routing Form: Cover sheet that summarizes important information
• Complete routing form includes all necessary approvals with mandatory fields filled out
• Complete routing form prompts “pre-route complete” status in InfoEd
Standard Admin Shell Components: Budget

• Budget: Itemized list of anticipated costs to execute the proposed project

• Two types of costs outlined in the budget:
  – Direct costs & Indirect costs

• Complete budget accurately outlines all costs as instructed and is entered in InfoEd internal documents in the sponsor-required format
Standard Admin Shell Components: Budget Justification

- Budget Justification: Narrative justifying the expenses listed in the budget
  - i.e. The “how and why” of the costs outlined in the budget.
- Sponsor-specific guidelines
- Complete budget justification provides sufficient documentation for budget costs in the format required by the sponsor
Standard Admin Shell Components: Statement of Work (SOW)

• **SOW**: Brief, general project summary
  – Includes proposed objectives and activities
  – Written in lay language
  – AKA Abstract or Project Summary
• Principal Investigator (PI) generated
• Complete SOW is (at minimum) a viable draft of this document
Required Admin Shell Items:
As Applicable (by sponsor/solicitation)

• Other documents that may be required by sponsor
  – Sponsor-Specific Forms /System Access
  – Biographical Sketch(es)
  – Facilities, Equipment & other Resources Documents
  – Subrecipient Commitment Packages
  – Other Supplemental Information (e.g. letters of support, F&A waivers, equipment quotes, consultant letters)

• Internally-required items
  – FCOI Disclosures
  – Cost Share Documentation (if applicable)
  – Final Internal Budget (Excel format)
  – Sponsor Solicitation/Guidelines (non-parent opportunities)
Winning Admin Shell Construction

Becoming an RA Rock Star

#WinningRA #RArockstar
Secrets of the RA rock star

1. Read the solicitation carefully – very carefully!
   – Pay close attention to solicitation details
   – Proofread: catch the ‘easy stuff’ early

2. Prepare early
   – Maintain a repository of standard items (e.g. current biosketches, list of trainees)
   – Create an InfoEd record sooner than later
   – Request subcontracts, sponsors, and accounts (eRA Commons, FastLane) ASAP
   – Keep in mind system limitations
   – OSR standard business hours: 8:30am – 5:00pm
Avoid Pitfalls

• Don’t think you know it all

• Don’t be afraid to ask for help

• Research Administration is a team sport
Additional Resources
# Supplemental Sponsor Guides

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OSR Help Resources

- Use existing job aids:
  - Admin shell checklist
  - FFRA InfoEd Guides
- Find or request help:
  - OSR Help Central
  - OSR Info Team HELP Button
- Get hands-on assistance: Open Labs
- Stay informed:
  - OSR Listserv
  - News/Events on the OSR website
OSR Training Resources

• **Sponsored Projects Online Training (SPOT)**
  – Phase 1 (Feb. 2016); Phase 2 (coming May 2016)
  – Mini-courses (Intro, Solicitations, and – coming soon - Anatomy of the Administrative Shell)
  – Microlearning modules
  – OSR Live! Presentations

• **Future Directions**
  – UG-centered microlearning series
  – In-person training
  – Move to Learn@Northwestern
Questions?