

Session 2

Award Lifecycle Series

Proposal
review and
submission

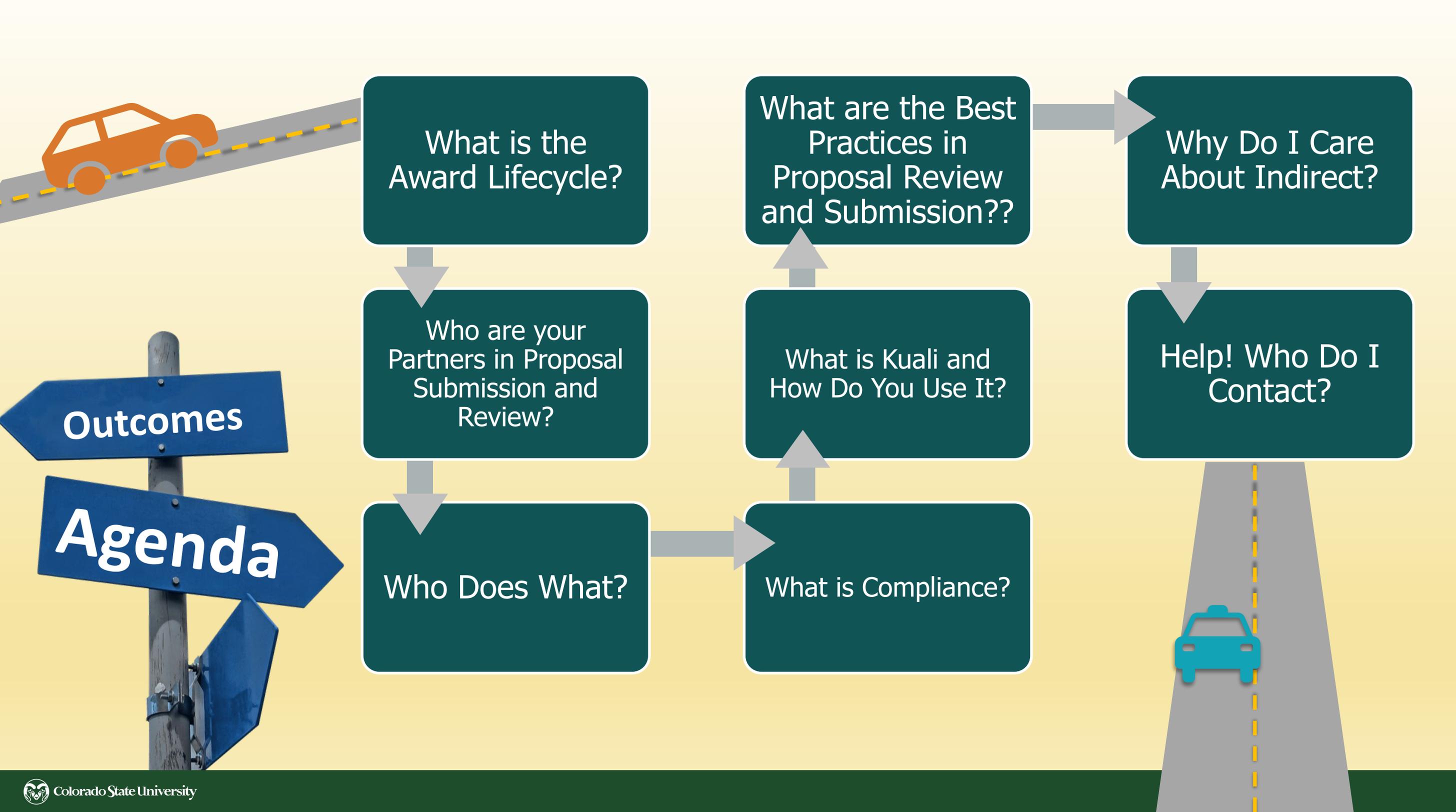


OFFICE OF
SPONSORED PROGRAMS
COLORADO STATE UNIVERSITY

Presenters

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- **Katie McGirr** –
Research Administrator Team 6, Office
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What is the Award Lifecycle?

What are the Best Practices in Proposal Review and Submission??

Why Do I Care About Indirect?

Who are your Partners in Proposal Submission and Review?

What is Kuali and How Do You Use It?

Help! Who Do I Contact?

Outcomes

Agenda

Who Does What?

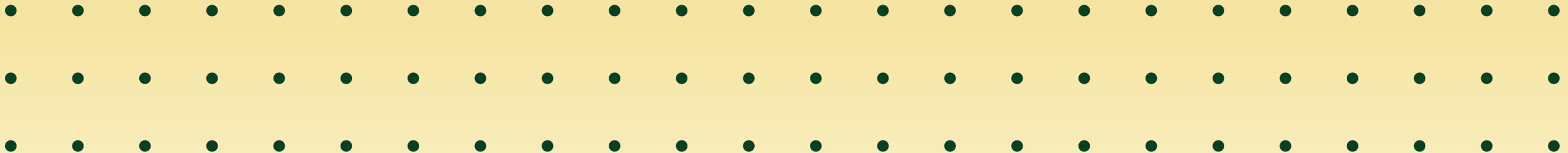
What is Compliance?

Award Lifecycle





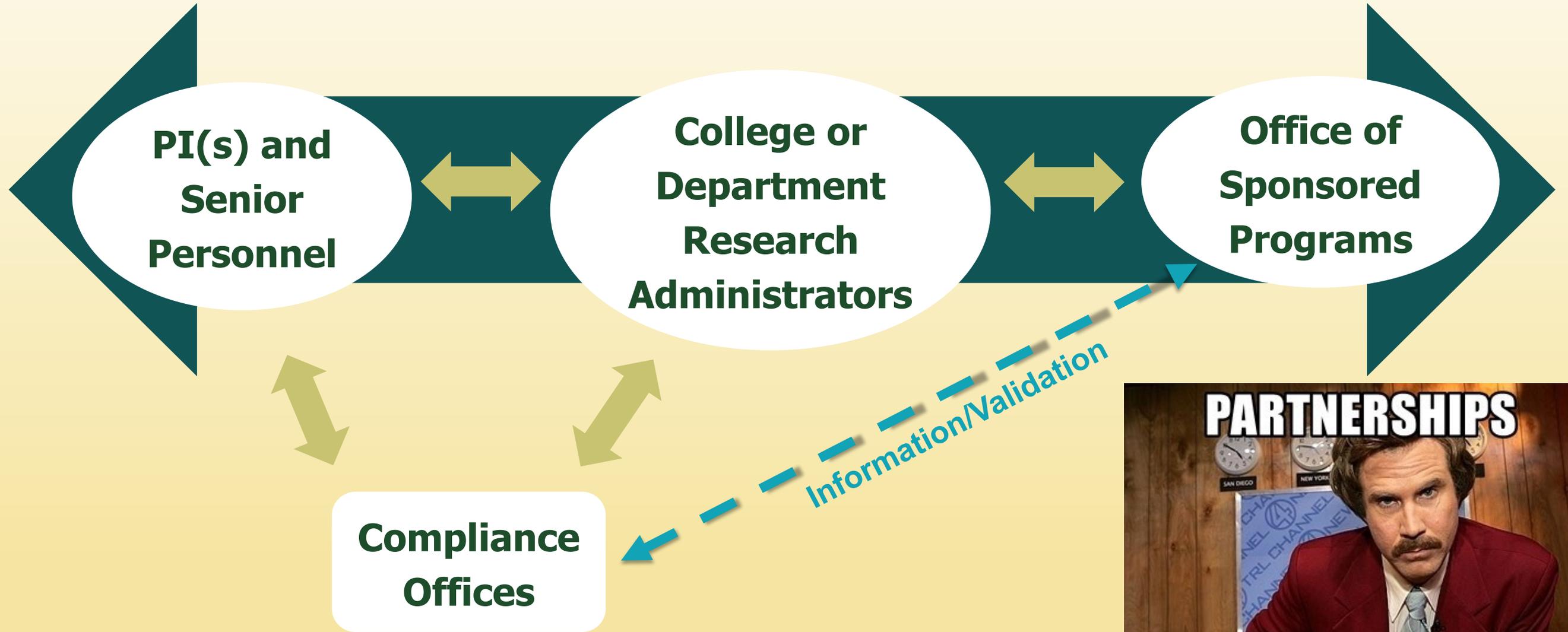
Roles and Responsibilities



Pre-Award Activities					
Proposal Review & Approval- Getting it Checked Out	Principal Investigator	Unit/Department	College	OSP	Other Resources
Review proposal package, including cost-share requirements, before OSP review is requested	Assistance	Primary	Assistance		
Provide institutional review and approval of proposal and budget		Assistance	Assistance	Primary	
Review proposed cost sharing commitment for compliance with University policy and sponsor terms			Assistance	Primary	
Review subrecipient's materials and check for their institutional approval(s)		Primary	Assistance	Assistance	
Make revisions and corrections to proposal/budget after institutional review	Primary	Assistance			
Identify export control, international travel, classified information issues, if any	Primary	Assistance			Secure & Global Research (SGR)
Identify IRB- Human Subjects, IACUC-Animal Subjects, and/or IBC-Biosafety approvals needed, if any	Primary	Assistance			Safety and Compliance
Identify and report financial conflict of interest (fCOI), if any as required	Primary				Secure & Global Research (SGR)
Confirm all elements of proposal are final and ready for submission	Primary	Assistance			
Route KR PD record for applicable institutional approvals		Primary	Assistance		
Certify KR PD record	Primary				
Proposal Submissions- Getting it Out the Door	Principal Investigator	Unit/Department	College	OSP	Other Resources
Submission required by authorized organizational representative (AOR)				Primary	
Submission to sponsor after OSP review and approval, if AOR submission not required or allowed	Primary*			Assistance*	*Depends on portal requirements or sponsor guidance
Ensure KR PD record is complete and approved	Assistance	Assistance		Primary	
Post-submission Follow Up- Ensuring All is in Order	Principal Investigator	Unit/Department	College	OSP	Other Resources
Prepare additional sponsor required forms (e.g., JIT- Just in Time)	Primary	Assistance			
Submit additional sponsor-required forms (e.g., JIT- Just in Time)	Assistance	Assistance		Primary	
Prepare/submit revised budgets as requested by sponsor	Assistance	Assistance		Primary	
Request pre-award spending (Advanced Start) account	Primary	Assistance			
Approve/set up pre-award spending account		Assistance*		Primary	*Department/unit approvals needed

<https://www.research.colostate.edu/osp/guidance/>

Collaborative



Compliant

Every. Proposal. Has. Compliance.



www.research.colostate.edu/safety-and-compliance/

CSU Research Integrity, Safety, and Compliance Offices

- Office of Research Collaboration and Compliance (**ORCC**)
 - Biosafety Office
 - Institutional Biosafety Committee (**IBC**)
 - Institutional Animal Care and Use Committee (**IACUC**) – Animal Subjects
 - CSU Research and Safety Culture
- Lab Animal Resources (**LAR**)
- Institutional Review Board (**IRB**) – Human Subjects
- Office of Research Integrity – Responsible and Ethical Conduct of Research Training (**RCR or RECR**)
- Secure and Global Research – Export Control
- **Conflict of Interest (COI)**
- Quality Assurance
- Clinical Review Board



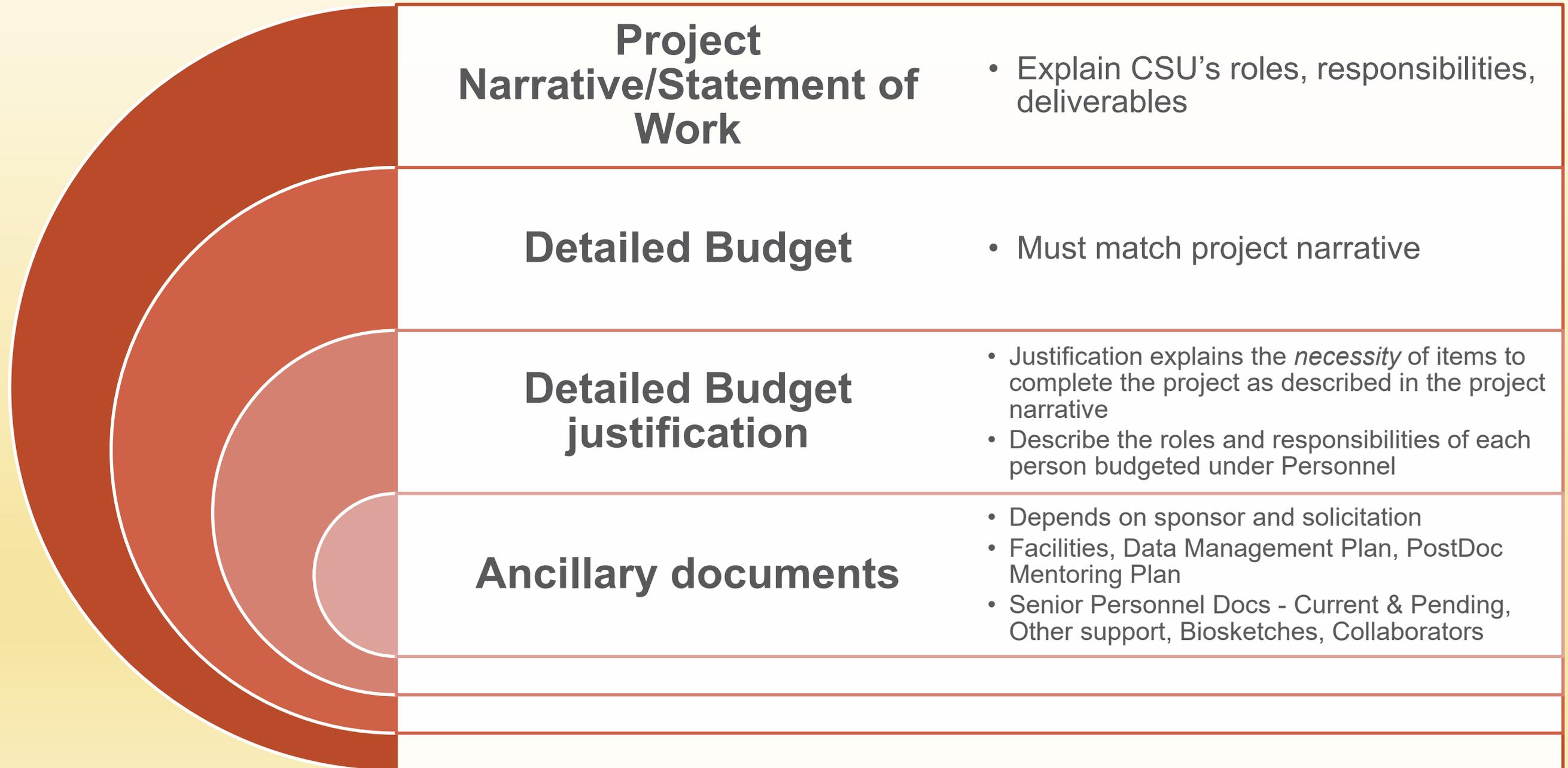
www.research.colostate.edu/safety-and-compliance/



Office of Sponsored Programs (OSP)



Proposal Documents



Kuali Research Proposal Development (KRPD)

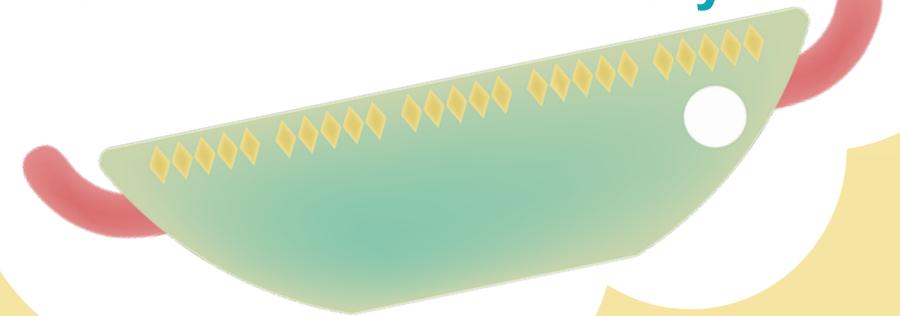
Why?

- Proposal Approval Routing System
- Key Personnel Certifications
- Compliance Questionnaire
- Budgeting Module
- **Required**

kuali[®]

Fun Fact:

Kuali means 'Wok' in Malaysian



Kuali Research Proposal Development (KRPD)

Strategic

Why?

- Saves time at the proposal stage
- Has correct information
- Saves time at the award stage
- **Required**

kuali[®]

A wok is a humble yet essential tool like this software system is meant to be.

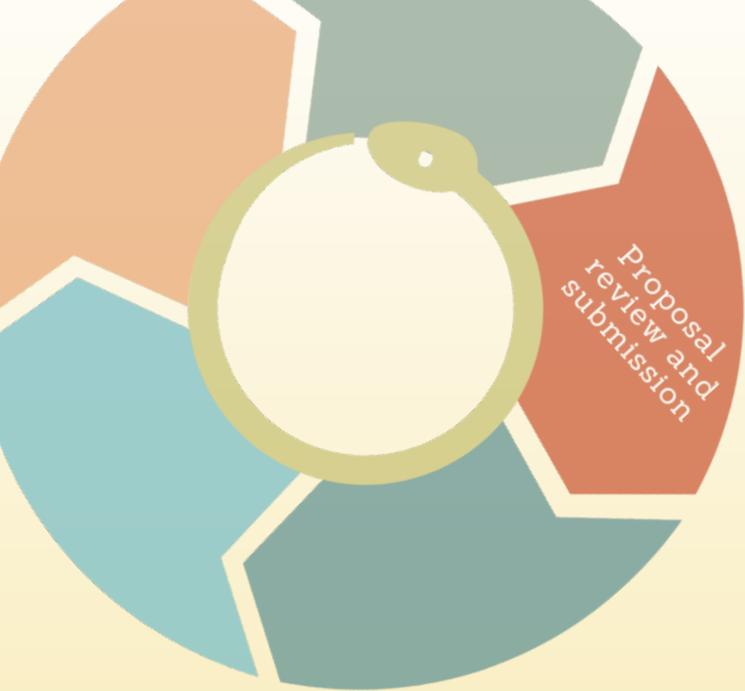


*<https://www.kuali.co/community/ourstory>



KRPD Demo

Sandbox Training: <https://colostate-sbx.kuali.co/cor/main/#/apps>
Live Environment: <https://colostate.kuali.co/cor/main/#/apps>



2+ months prior to submission

Administrative

- KRPD Record
- Finalize Proposal Narrative & Required Attachments
- Finalize Key Personnel Documents
- College/Departmental Review
- Complete Necessary Registrations in Sponsor Portals

Strategic

- Give Notice that Proposal is Due to proper people
- Develop Proposal Narrative & Required Attachments
 - Elevate Key Personnel Documents

Read and Re-Read the NOFO (Notice of Funding Opportunity)

- Current - amendment with updated guidelines, e.g how to submit
- Deadline(s)- letters of intent, pre-applications, and full applications require an invite
- Eligibility and Limitations- PI or Organization
 - submit to RAO's InfoReady <https://colostate.infoready4.com/>
- Required documents, margins, fonts, section titles, file name structures
- Budget limitations- allowable costs, F&A, cost share-required vs. voluntary



Communicate with your Pre-Award support person(s) early and often



5+ business days prior to submission

Administrative

- Required *Business Elements* in KRPD
 - Draft Budget
 - Draft Justification
 - Draft Summary/Scope of Work
- Notify OSP via email KRPD is ready to review
 - Subject line should reference KRPD #

Strategic

- Senior Leadership Established
- Team Dynamics – Final Timeline
 - Edits
 - Reviews
 - Documents



3 business days prior to submission

Administrative

- Proposal record containing OSP approved Business Elements are *'Submitted to Routing'*

Strategic

- Reread FOA, NOFO, or solicitation
- Have someone else proofread the proposal and other required documents



1 business days prior to submission

Administrative

- All proposal elements final in KRPD or in the sponsor portal, ready for submission

Strategic

- Be available
- Stop proofreading
- Commit to Submit



What does OSP Review prior to submission?



It Depends

<https://www.research.colostate.edu/osp/guidance/>



Learning From

- **Earlier Submissions – What Worked? What didn't?**
 - ✓ **Document Review**
 - **Budget errors**
 - **Missing/incomplete documents**
 - **Formatting**
 - ✓ **Delay of award and account setup**
 - **Cost-share**
 - **Unacceptable terms**
 - **Compliance**



Indirect Costs

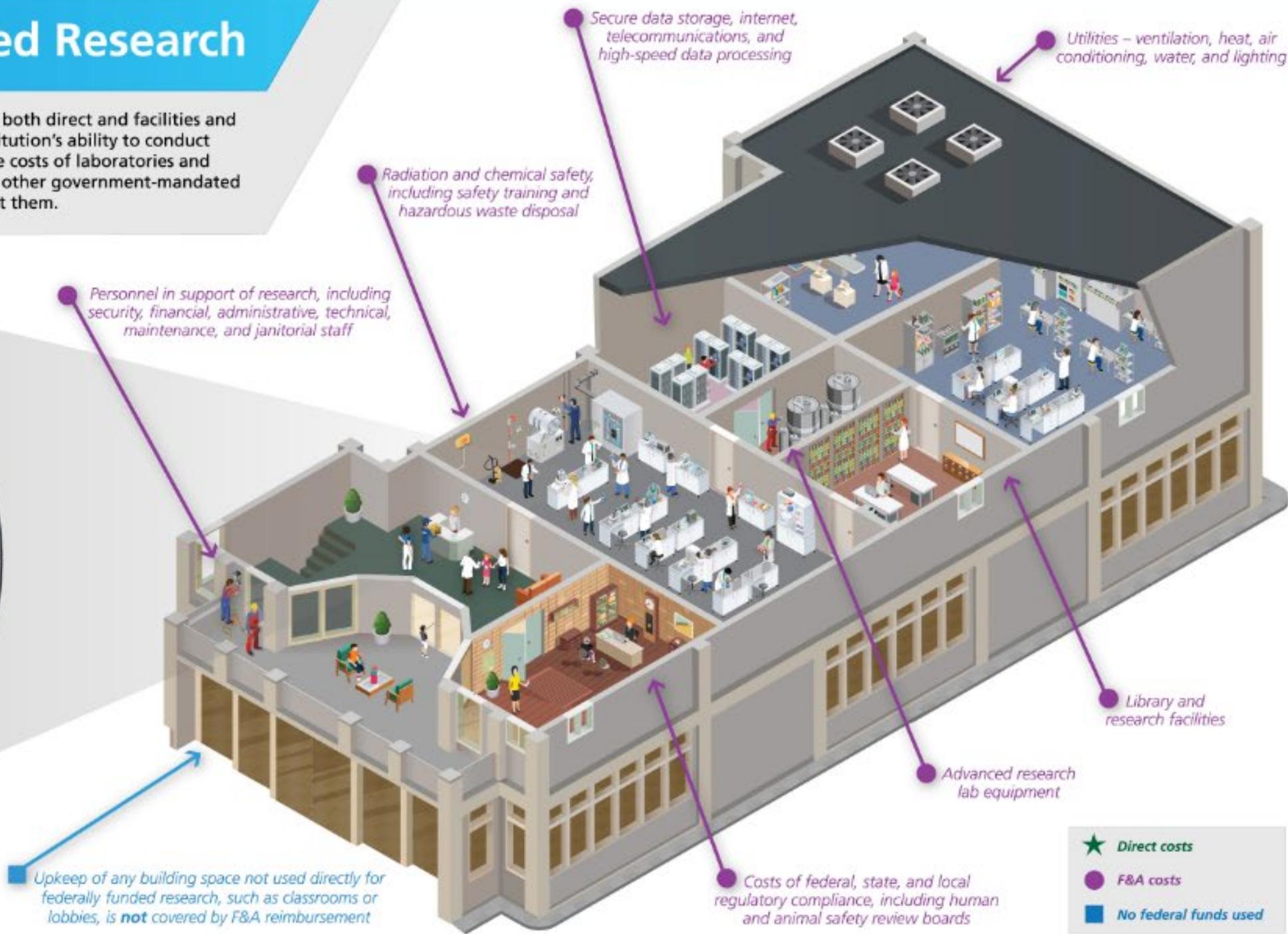


Costs of Federally Sponsored Research

The total cost of federally sponsored research includes a combination of both direct and facilities and administrative (F&A) costs. Both types of expenditures are key to an institution's ability to conduct cutting-edge research. F&A consists of the construction and maintenance costs of laboratories and high-tech facilities; energy and utility expenses; and safety, security, and other government-mandated expenses. These costs are real and research cannot be conducted without them.



★ **Direct costs** - These expenses solely cover research and include lab supplies and equipment; salaries and stipends for researchers and graduate students; and travel costs for conducting and sharing research



- ★ **Direct costs**
- **F&A costs**
- **No federal funds used**

Indirect Cost Rates

<https://busfin.colostate.edu/Depts/Cost.aspx>

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 846000545
 ORGANIZATION:
 Colorado State University
 202 Johnson Hall
 Fort Collins, CO 80523

Date: 09/04/2024
 FILING REF.: The preceding
 agreement was dated
 06/16/2023

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)					
TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATION	APPLICABLE TO
	FROM	TO			
FINAL	07/01/2019	06/30/2022	52.00	On-Campus	Organized Research
PRED.	07/01/2022	06/30/2023	53.00	On-Campus	Organized Research
PRED.	07/01/2023	06/30/2024	53.50	On-Campus	Organized Research
PRED.	07/01/2024	06/30/2026	54.00	On-Campus	Organized Research
PRED.	07/01/2019	06/30/2026	26.00	Off-Campus	Organized Research
FINAL	07/01/2019	06/30/2022	56.00	On-Campus	Instruction
PRED.	07/01/2022	06/30/2026	49.00	On-Campus	Instruction
PRED.	07/01/2019	06/30/2026	26.00	Off-Campus	Instruction
FINAL	07/01/2019	06/30/2022	34.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2022	06/30/2026	35.00	On-Campus	Other Sponsored Activities
FINAL	07/01/2019	06/30/2022	26.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2022	06/30/2026	24.00	Off-Campus	Other Sponsored Activities
FINAL	07/01/2019	06/30/2022	8.00	Off-Campus	(A)
PRED.	07/01/2022	06/30/2026	9.00	Off-Campus	(A)
PROV.	07/01/2026	Until Amended		(B)	



Research Activities

Research activities include rigorous inquiry, experimentation, or investigation to increase scholarly understanding.



Instructional Activities

Teaching and training activities with the purpose to instruct any student at any location, whether offered for credit toward a degree or certificate or on a non-credit basis.

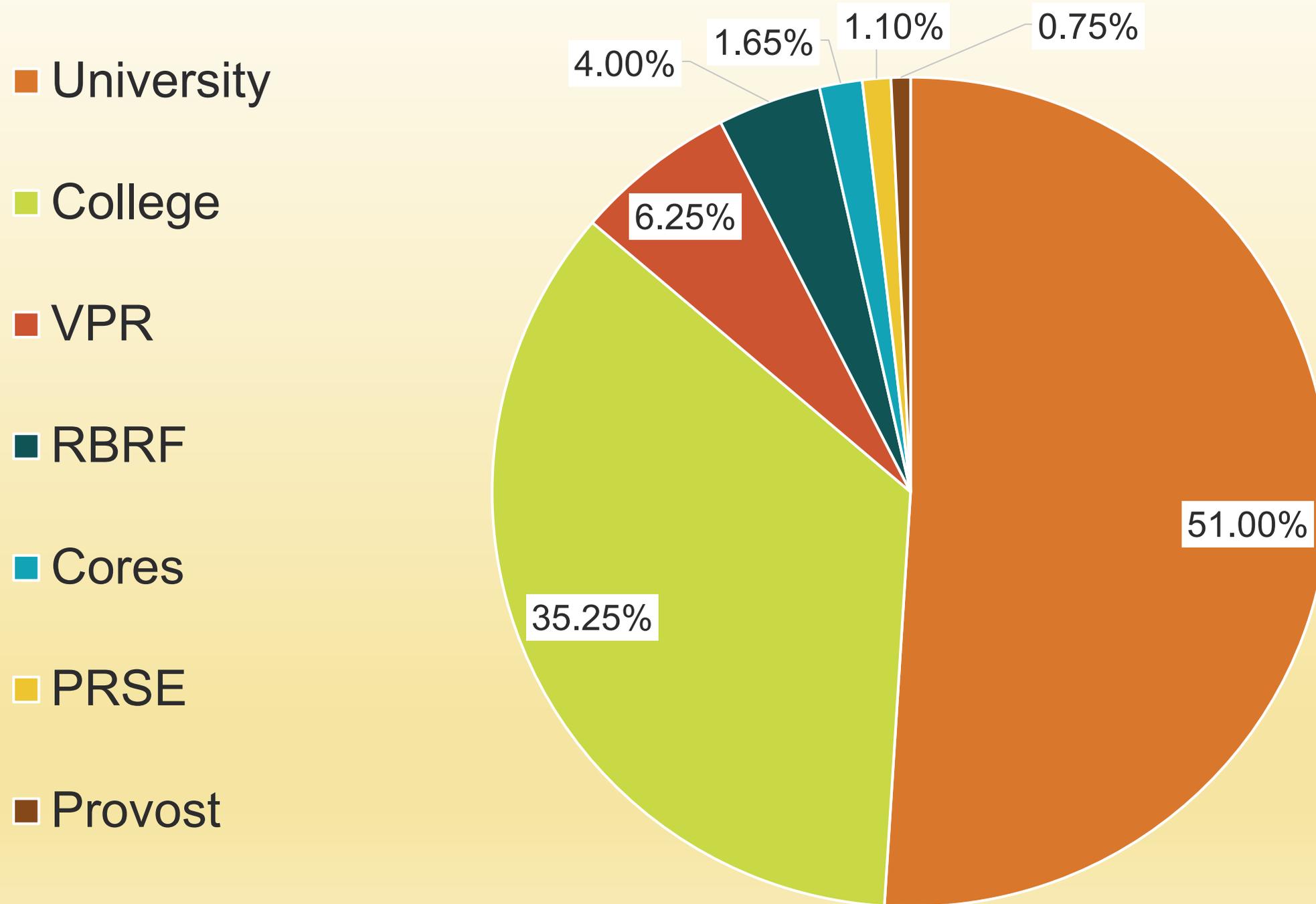


Other Sponsored Activities

Programs and activities that involve work other than instruction or organized research.

Types of Sponsored Activities

CSU Distribution of F&A Cost Recovery



Collaborative

Research Administration Teams

Team Assignment, Searchable Full List

Team 1

Team 1 Portfolio

 <p>Tiffany Roller Senior Research Administrator (970) 491-2294 ✉ Email Tiffany</p>	 <p>Jenn Alvarez Research Administrator (970) 491-0586 ✉ Email Jenn</p>	 <p>Yulissa Garcia Financial Research Administrator (970) 491-0409 ✉ Email Yulissa</p>
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Team 2

Team 2 Portfolio

 <p>Trisha Southergill Senior Research Administrator (970) 491-0123 ✉ Email Trisha</p>	 <p>Emma Ryan Research Administrator (970) 491-8887 ✉ Email Emma</p>	 <p>Jen Campbell Financial Research Administrator (970) 491-0545 ✉ Email Jen</p>
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Team 3

Team 3 Portfolio

 <p>Rebecca Libera Senior Research Administrator (970) 491-1622 ✉ Email Rebecca</p>	 <p>Erin Carleton Research Administrator (970) 491-0649 ✉ Email Erin</p>	 <p>Bernadette Basaraba Financial Research Administrator (970) 491-1445 ✉ Email Bernadette</p>
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Team 4

Team 4 Portfolio

 <p>Kellie Reifstenzel Senior Research Administrator (970) 491-6684 ✉ Email Kellie</p>	 <p>Jenny Harding Research Administrator (970) 491-4320 ✉ Email Jenny</p>	 <p>Leigh Cooper Financial Research Administrator (970) 491-4867 ✉ Email Leigh</p>
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Team 5

Team 5 Portfolio

 <p>Catherine Douras Senior Research Administrator (970) 491-2275 ✉ Email Catherine</p>	 <p>Sheila Arnold Research Administrator (970) 491-1229 ✉ Email Sheila</p>	 <p>Melinda Spivey Financial Research Administrator (970) 491-2001 ✉ Email Melinda</p>
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Team 6

Team 6 Portfolio

 <p>Michael Lang Senior Research Administrator (970) 491-5570 ✉ Email Michael</p>	 <p>Katie McCirr Research Administrator (970) 491-8316 ✉ Email Katie</p>	 <p>Vacant Financial Research Administrator</p>
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Who Do I Contact?

<https://www.research.colostate.edu/osp/staff/>





Thank you



Colorado State University

**Sessions 3 & 4 –
Coming 2025!**