



Presenting... [Icons] Give control [Dropdown] [Annotate Icon] [Stop presenting] [Star Icon]

Select the Annotate option, then use the tools to show us where you are joining from

Where Are You?

Introduction to Sponsored Programs at CSU

The Fundamentals of Sponsored Project Administration at CSU



Colorado State University

Presenting:

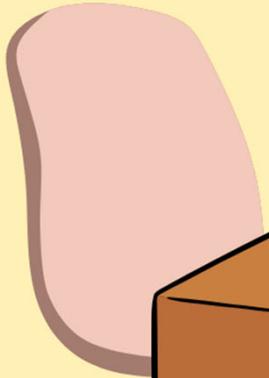


Ashley Stahle, Associate
Director, OSP

&



Dwayne Watson, Fiscal and
Program Manager, OSP





Stamp it

DEVELOPMENT

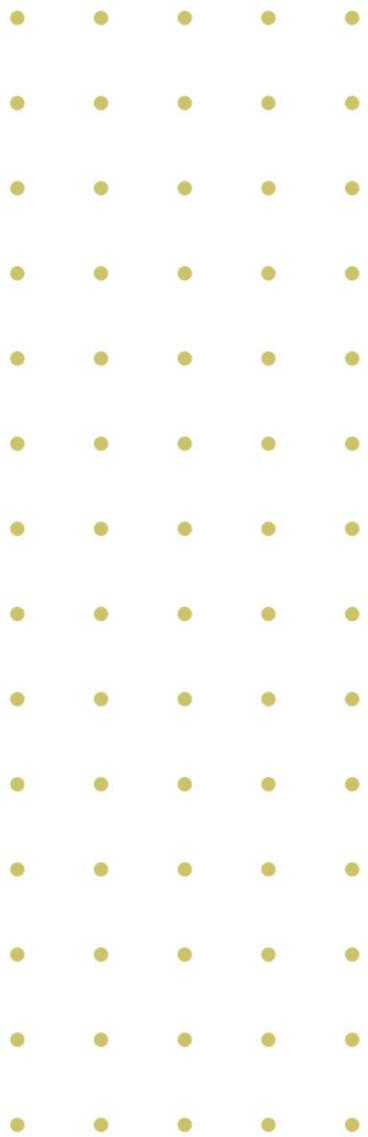
REVIEW AND
SUBMISSION

NEGOTIATION

ADMINISTRATION

MANAGEMENT

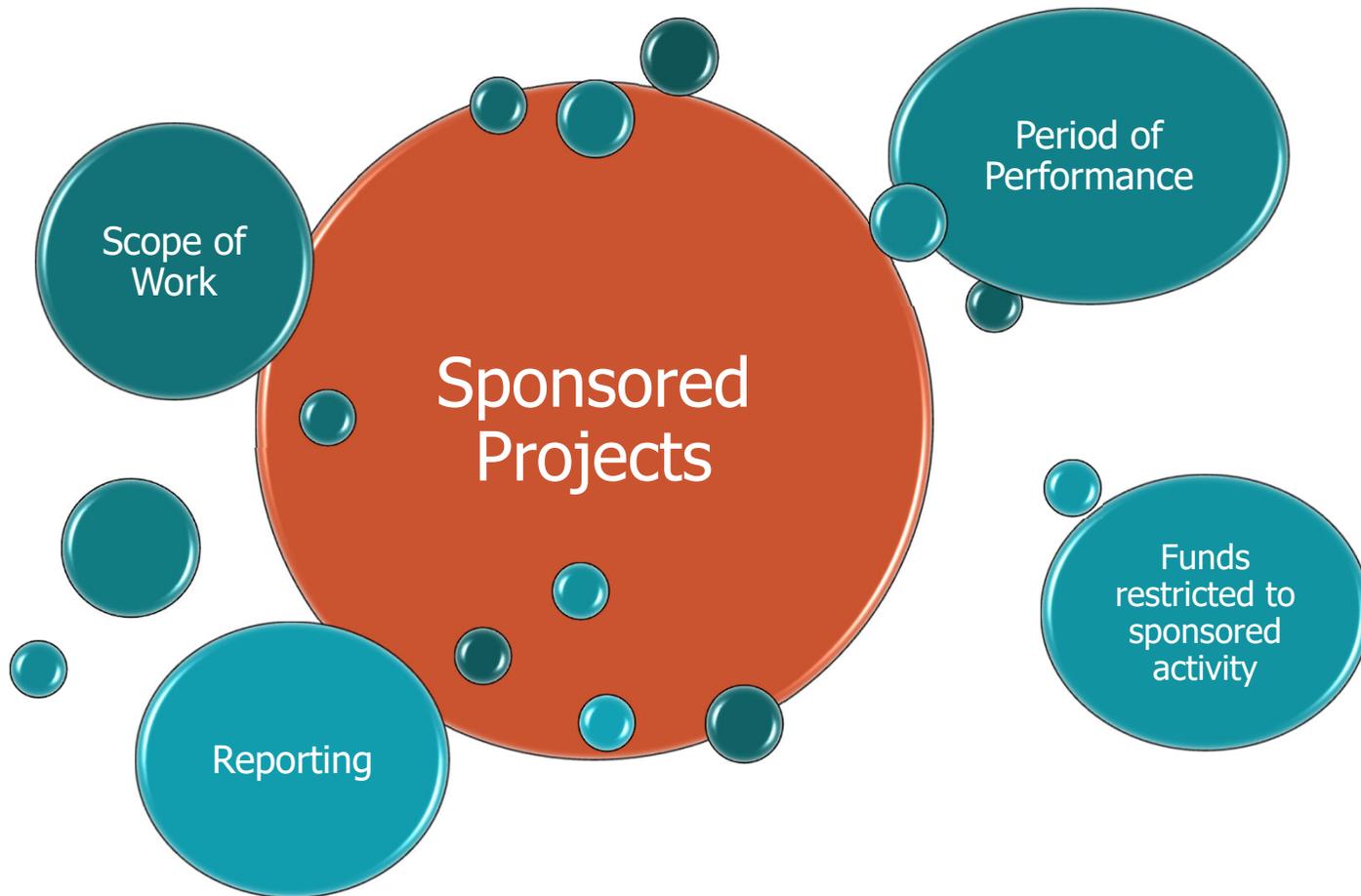




What is a Sponsored Project?

A sponsored project is an activity that is funded wholly, or in part, by an organization external to the University such as a federal, state, or public/private organization.

Typical characteristics of a Sponsored Project





Research Activities

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



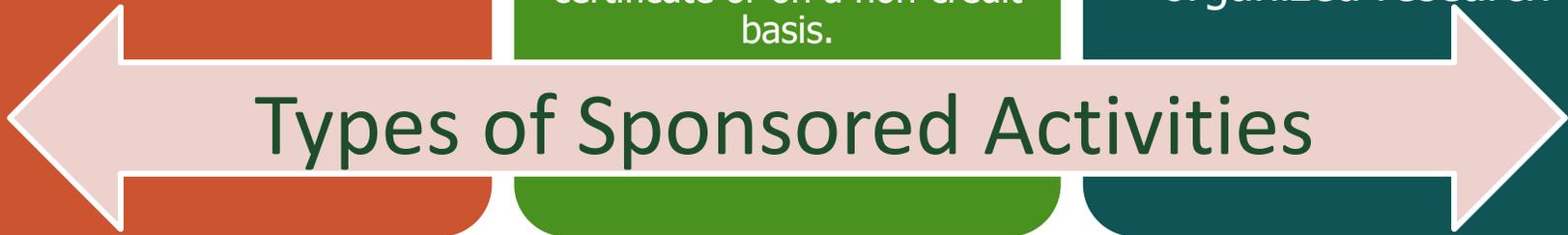
Instructional Activities

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



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)	

Negotiated Indirect Cost Rate Agreement (NICRA)

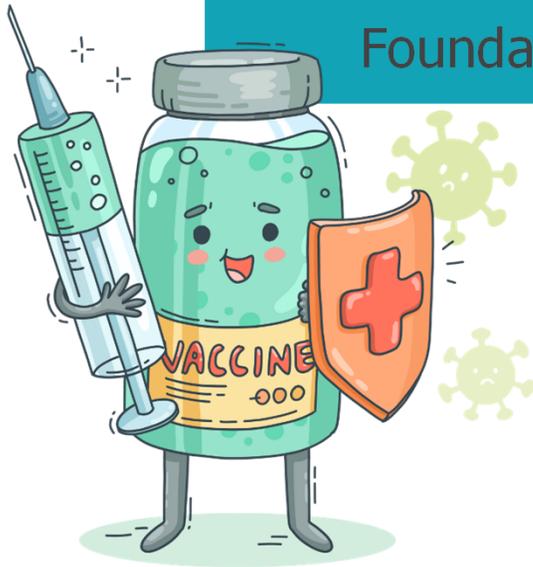


Is it a Sponsored Project?

Dr. Corbett is awarded \$1.5 M from the Boettcher Foundation to fund her research to develop a vaccine.

Dr. Corbett is provided a \$1.5 M gift from the Boettcher Foundation to fund her research to develop a vaccine.

Dr. Corbett is provided \$1.5 M in start up funds to fund her research to develop a vaccine.



SPONSORED PROJECT
EXPENDITURES HAVE INCREASED

62%

IN 10 YEARS

MILLIONS of DOLLARS



Why Sponsored Programs?



Who is a Research Administrator at CSU?





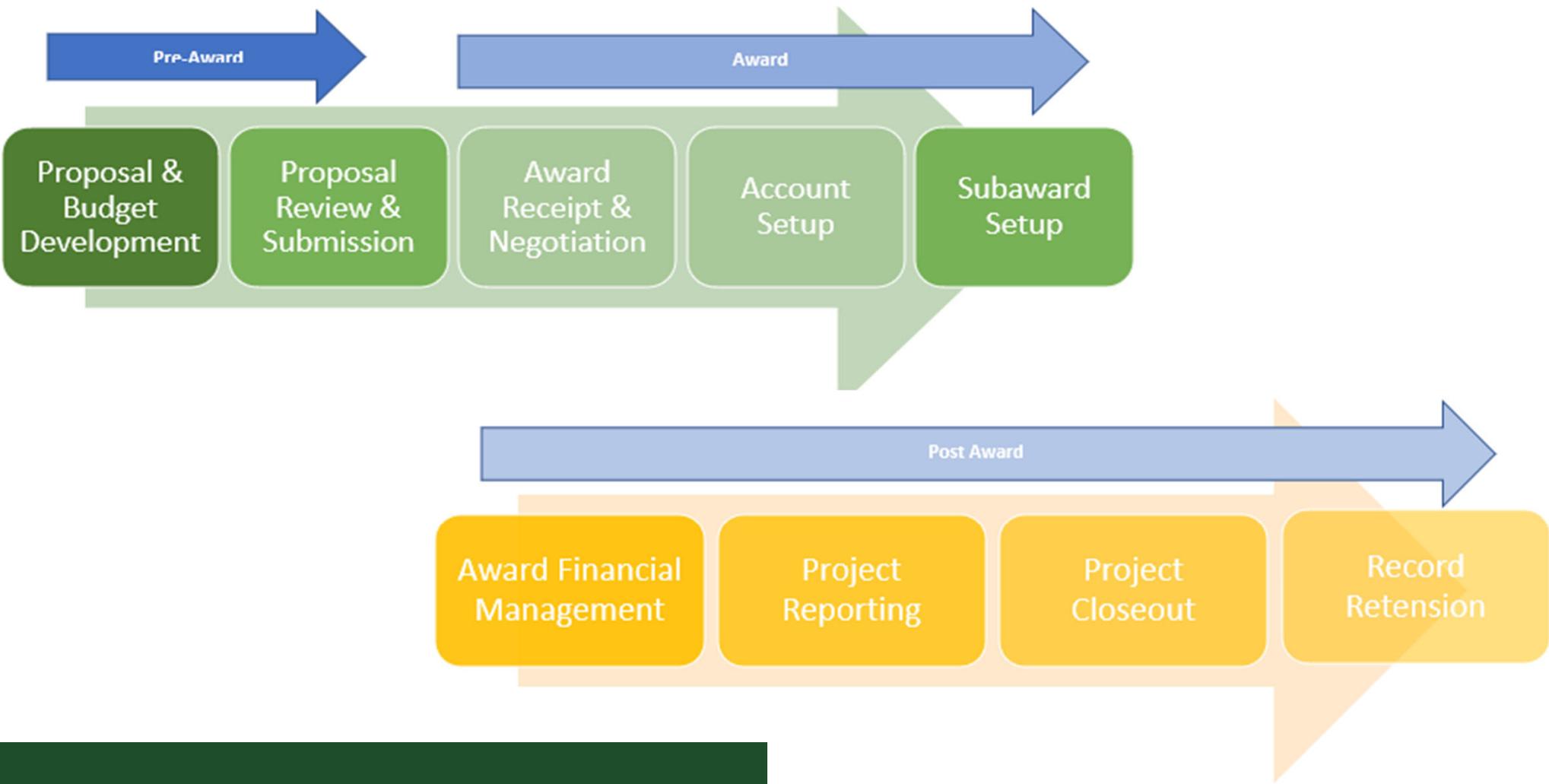
Navigate to the OVPR webpage
(<https://www.research.colostate.edu>)

1. List some of the units under the OVPR in the chat.

Office of the Vice President for Research (OVPR)

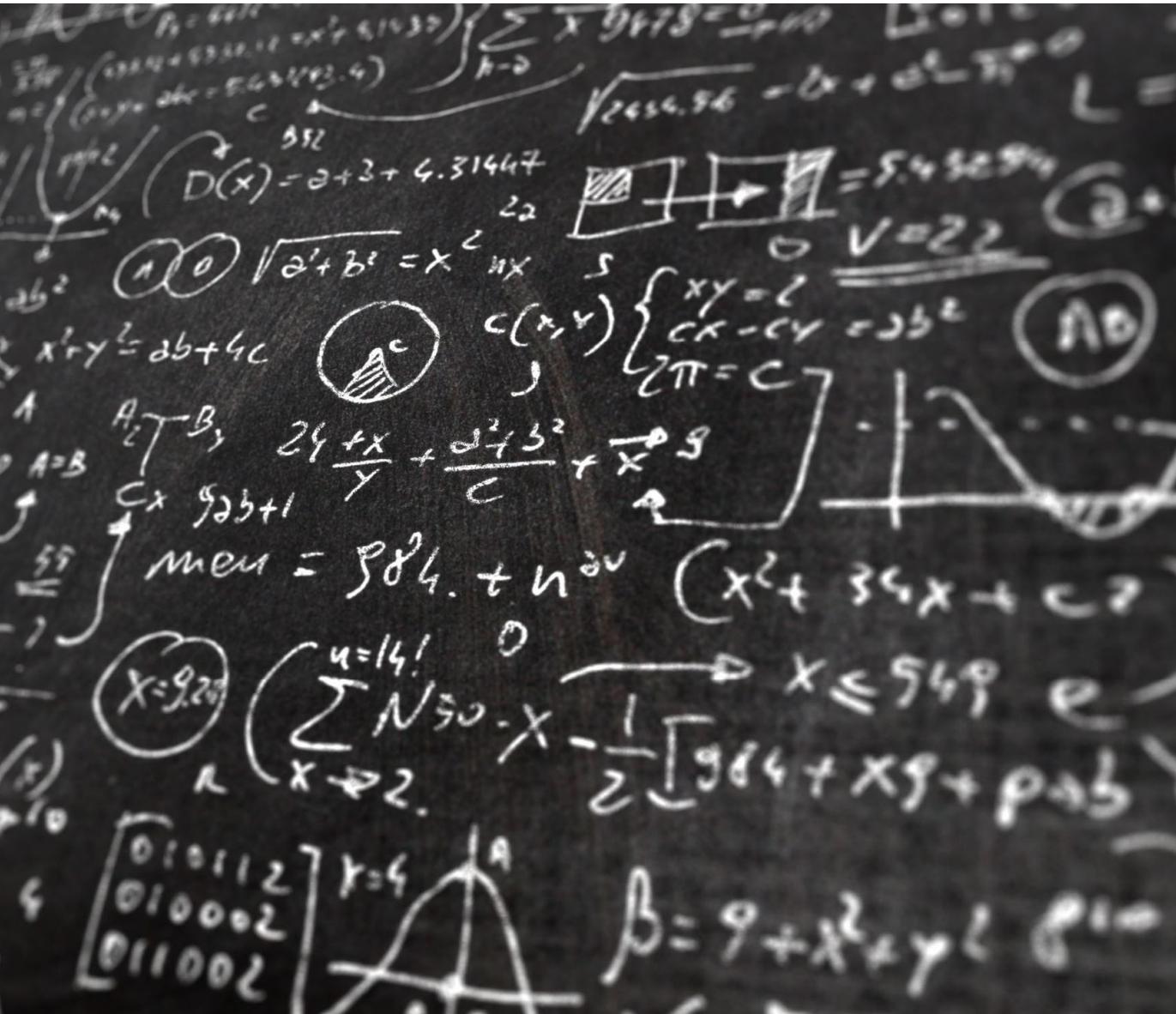
<https://www.research.colostate.edu/>





Award Lifecycle

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



Proposal Development

<https://www.research.colostate.edu/rao/>





Funding

Find. Navigate. Submit!





SPIN

World's Largest Database of Sponsored Funding Opportunities

Tricia Callahan Colorado State University Sign Out

Search ▾ Preferences ▾ Saved Searches ▾ Funding Alerts ▾ Bookmarks ▾ Help ▾

Add New
Full Program

Locate Funding Save

immunology

Additional filters active. [Click here to edit them.](#)

Reset Filters Export

Results For

Drag a col

- SPIN
- ▶ 0343
- ▶ 0827
- ▶ 005974
- ▶ 012556
- ▶ 080856
- ▶ 026847
- ▶ 018883

- Applicant Location
- Applicant Type
- Project Type
- Project Location
- Citizenship
- Sponsor Type

Limit to:

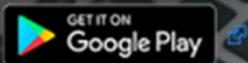
- US Federal Opportunities: Include
- Limited Submission Opportunities: Include
- Closed Opportunities: Exclude
- Display Currency: United States Dollars

Export Data Options

Sponsor Number	Deadline Date	Funding Amount		
	30-Jun-2019	10,000.00 USD	+	▢
	16-Aug-2019	148,000.00 USD	+	▢
	01-Jul-2019	1,260.00 USD	+	▢
	15-Jul-2019	Not Specified	+	▢
PAR-19-229	01-Oct-2019	275,000.00 USD	+	▢
	13-Sep-2019	Not Specified	+	▢
	Continuous Submission	Not Specified	+	▢

Convenience Comes to Federal Grants

Download the Grants.gov Mobile App to search and submit on the go.





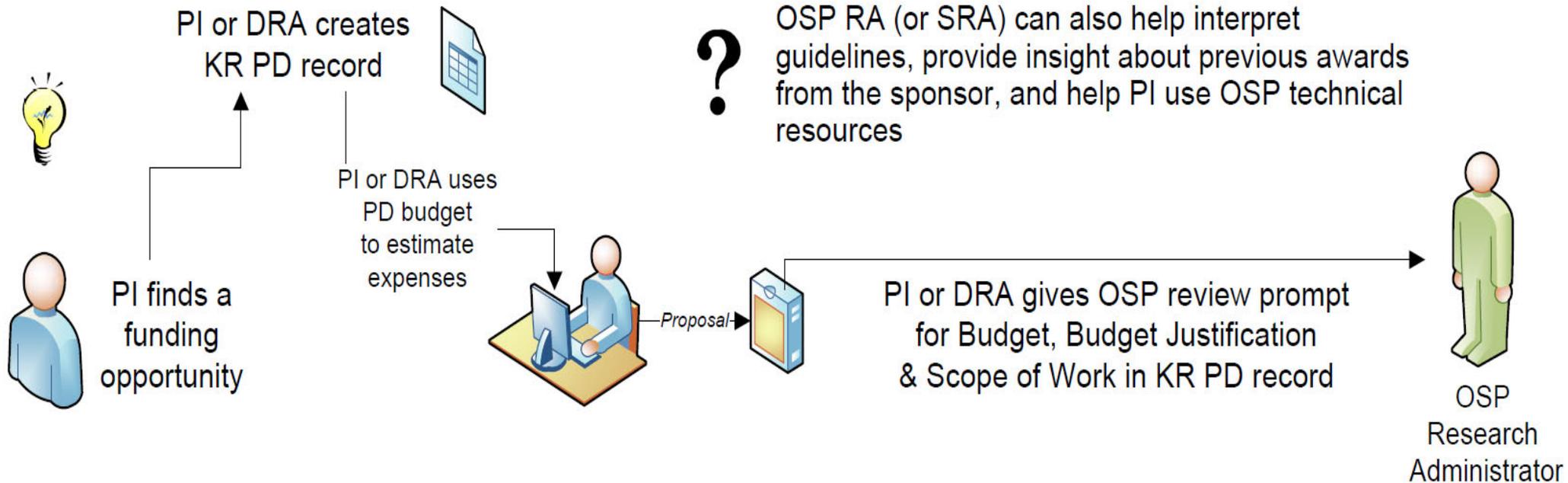
Who Can Serve as a PI?

It depends on:

- the sponsor
- the funding mechanism
- the submitting organization (CSU)

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

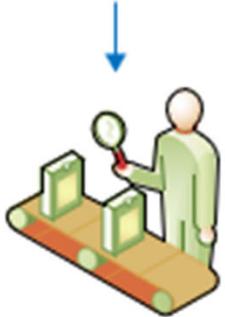
PI decides to seek external funding



Proposal Development

OSP Review Process

*Proposal must be received in OSP with sufficient time to complete a review and clarify information
(5 business days before the submission deadline for business elements, 3 business days for approved business elements to route,
1 business day for all proposal elements – Ready to submit)*



RA reviews Budget, Budget Justification, Scope of Work



Approved by OSP



OSP transmittal letter



Once budget is approved, OSP gives PI the 'ok' to send a proposal to sponsor



- If OSP needs clarification, RA asks PI for more info.
Common issues include:
- Unallowable expenses
 - Indirect costs (rate incorrect, not included)
 - Cost-share

OR



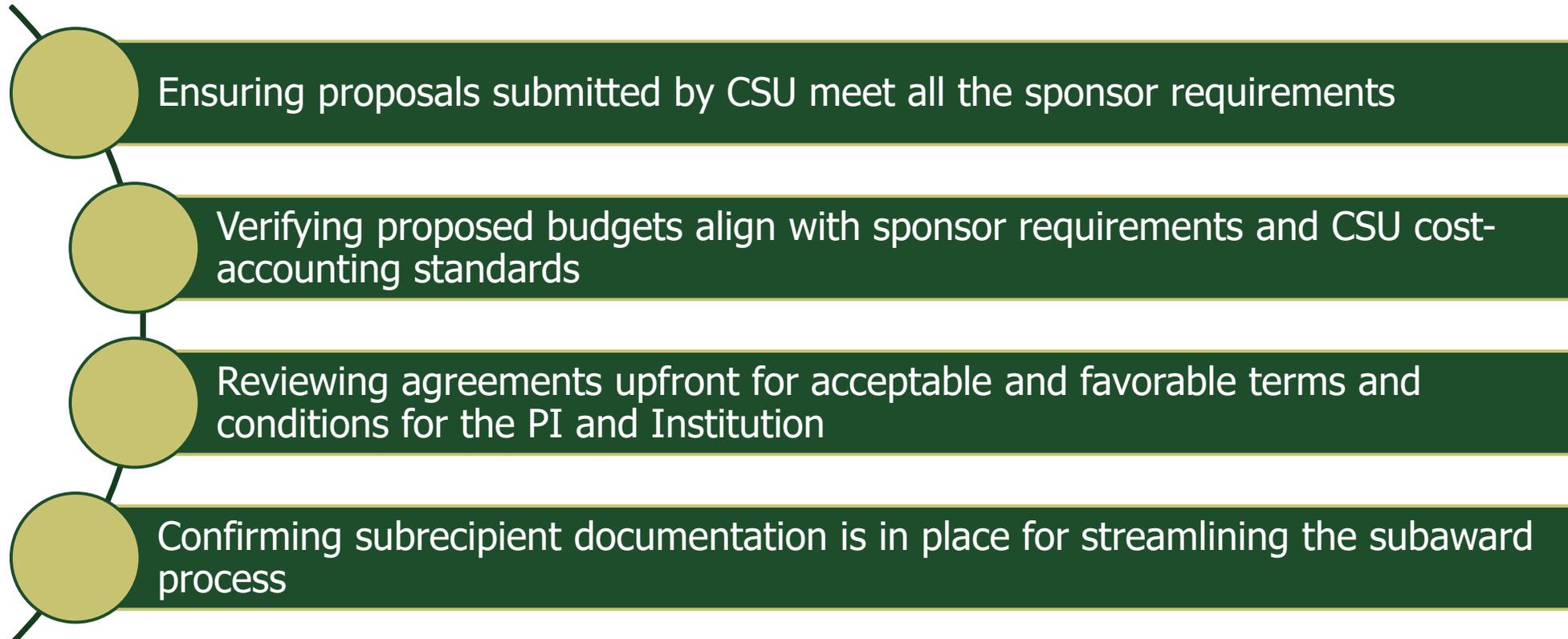
OSP RA submits a proposal application package electronically, via Grants.gov, NSF Research.gov, or other portal

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

Proposal Routing & Submission

OSP – Value Added

The proposal review provided by the OSP adds value by:



Ensuring proposals submitted by CSU meet all the sponsor requirements

Verifying proposed budgets align with sponsor requirements and CSU cost-accounting standards

Reviewing agreements upfront for acceptable and favorable terms and conditions for the PI and Institution

Confirming subrecipient documentation is in place for streamlining the subaward process



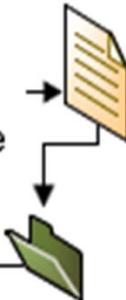
Award Acceptance & Account Set up



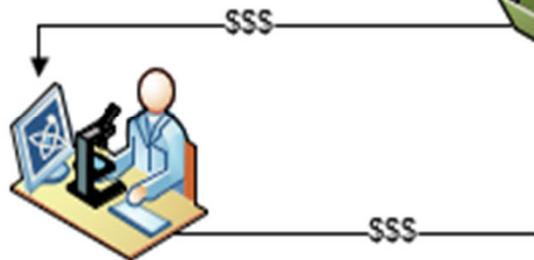
Grant Administration -- OSP

If a proposal is approved for funding

Once funding is awarded, OSP SRA reviews the award & negotiates terms if necessary. Then OSP setup team creates the award and a 53xxxxx account *:



OSP SRA & FRA handle award and account questions:
Answers are determined by award conditions, federal regulations and University policy.
PI & DRA are given a copy of the award for reference, too.



PI starts research or project

Award Acceptance & Account Set up Process



Office of Sponsored Programs

HOME ▾ ABOUT ▾ FORMS GUIDANCE TRAINING TOOLS & RESOURCES COMMUNICATION ▾ LIBRARY ▾

Forms

Proposal

- [Request to Waive Indirect \(F&A\) Costs](#)
- [Institutional Commitment \(cost-share\)](#)
- [Proposal Subrecipient Commitment \(Updated March 2022\)](#)
- [CSU FDP Sub-Commitment Letter \(Updated April 2022\) Use when both CSU and our sponsor are members of the FDP Clearinghouse](#)
- [FDP Subrecipient Letter Template](#)
- [NASA Certification – Chinese Affiliations](#)

Post-proposal (if applicable, required before account setup)

- [‘At-Risk’ Spending Request \(advance start or continuation spending\) \(updated July 2023\)](#)
- [Cost-share Account \(CSA\) Request \(Updated November 2022\)](#)
- [1% Minimum Effort Cost Share Account Request \(Updated November 2022\)](#)
- [Split of Indirect Costs Request](#)

Award

- [No Cost Extension Request](#)
- [PI Request to Initiate Subaward](#)
- [Work-in-Progress \(WIP\) Account Request](#)

Resources for all Lifecycle Stages

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

Pop Quiz!

- Which form is needed if an investigator wants to waive or reduce indirect costs?
- Which for utilizing Pre-spending authority?



Project Management





PI starts research or project

\$\$\$



PI makes spending plan with DRA, expenses are input in KFS or salaries are input in HR system.



AUDIT
OSP reviews expenses and issues invoices **
***Invoices not always necessary*
Payments are received @ Cashier's Office and tracked by OSP



When the project is finished per the award end date, the file must be closed:



OSP closes project in our database; Keeps files for 6 yrs unless otherwise specified in award

* PI & Dept Fiscal Officer get an email notification that the account has been started.

Project Management Process

Project Management Tools

- Effort Certification (ecrt)
- Kualii Research Administration
 - Kualii Research (KR)
 - Kualii Financial System (KFS)
 - View Budget Tool
 - COI Status Report
- Research Data and Reports
- Research Project Status (RPS)
- Symphony

Home

OSP Intranet

Research Project Status (RPS)

- RPS Search by Account
- RPS Search by Criteria
- RPS Old Closed Accounts (date information)

Kualii Research Administration

- Kualii Research (KR)
- Kualii Financial System (KFS)
- View Budget
- Tester Tools
- Person Lookup
- COI Person History Search
- COI List of Reviewers/Viewers
- COI Status Report

Effort Certification (ecrt)

- CSU Effort Certification Web Site
- ecrt Production System

Research Data and Reports

- Research Data in ODS
- Search Kualii Research Awards
- Search Proposal and Award History
- F&A Reports
- Annual Reports
- Search Sponsors Table
- Managed Sponsors
- Active Subawards
- Procurement Report
- Search MBE/WBE Reports
- PAIS Date Closed (Old Legacy Data)
- Proposal Route Days Tracking

OSP – Value Added

Once an account is established, OSP staff assist with project management including:



Review and processing of requests for no-cost extensions

Budget, personnel, and project modifications

Requests for carryforward of funds

Monitoring of expenditures for adherence to sponsor and institutional regulations

Communication with sponsors on project and fiscal matters

1

Sponsored projects are vital to CSU's mission of providing teaching, research, extension, public service, and engagement to the people of Colorado and beyond.

2

As a Research Administrator, you are a valued partner in the pursuit and conduct of externally funded projects.

3

We thank you for attending today's session and look forward to learning and growing together. Please share with your colleagues one new thing you learned today.





Pop Quiz



Questions?



February Fundamentals



OF SPONSORED PROJECTS AT CSU

- February 1st - Kickoff & Intro to Sponsored Projects
- February 6th - Budgets, Budgets, Budgets Part 1
- February 8th - Budgets, Budgets, Budgets Part 2
- February 13th - Proposal Review and Submission
- February 15th - Governing Regulations
- February 20th - Award Types and Setup
- February 22nd - Award Management Part 1
- February 27th - Award Management Part 2
- February 29th - Networking Event @ Avo's

**Tuesdays &
Thursdays
11:30 AM - 1:00 PM MT**
**Register on
MyLearning**



What are you looking forward to learning this month?



CSU Sponsored Programs Terminology

Authorized Organizational Representative (AOR): Individual who is authorized to sign on behalf of a proposing organization.

Kuali Research Award (KR Award): Kuali research module used for managing funded proposals.

Kuali Research Proposal Development (KR PD): Kuali Research module used to construct and routing proposal / budget information for review, approval, and submission.

Kuali Financial System (KFS): System used by CSU to manage its financial operations.

Effort Certification & Reporting Technology (ecrt): Reporting system used by CSU to certify that salaries and wages charged or contributed to sponsored projects are reasonable and consistent with the portion of total institutional activity committed.

Fiscal Officer (FO): CSU personnel who provide daily oversight on how funds (sponsored and non-sponsored) are spent and managed.

Office of Sponsored Programs (OSP): Central CSU administrative unit that authorizes and submits proposals on behalf of CSU and receives/negotiates awards.

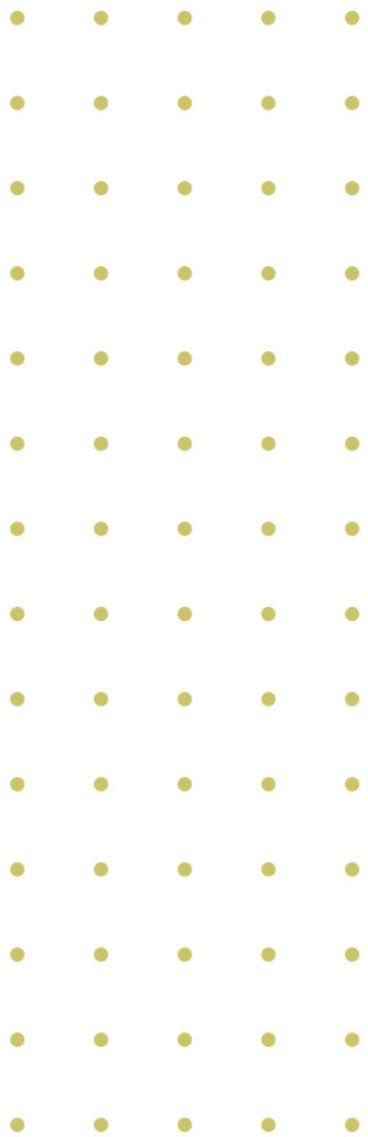
Principal Investigator (PI): Individual judged by the applicant/awarding organization as having the level of authority and responsibility to direct the sponsored project or program.

Research Administrator (RA): General term for CSU personnel who assist investigators with pre- and post-award services. May also be referred to as a Department Research Administrator (DRA), Unit Administrator, or OSP S/RA.

Research Coordinator / Research Project Manager (RPM): CSU personnel responsible for the day-to-day operations for one or more research projects. Generally found in Colleges/Departments/Units.

Sponsored Programs Information Network (SPIN): Subscription-based database of federal, non-federal, and corporate funding opportunities.

Unit Administrator: General term for CSU personnel in a department, college, or unit who assist investigators with pre- and post-award services. May also be referred to as a Department Research Administrator (DRA).



Resources

Office of the Vice President for Research (OVPR)

[Vice President For Research - Colorado State University \(colostate.edu\)](http://colostate.edu)

Office of Sponsored Programs (OSP)

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

OSP Forms

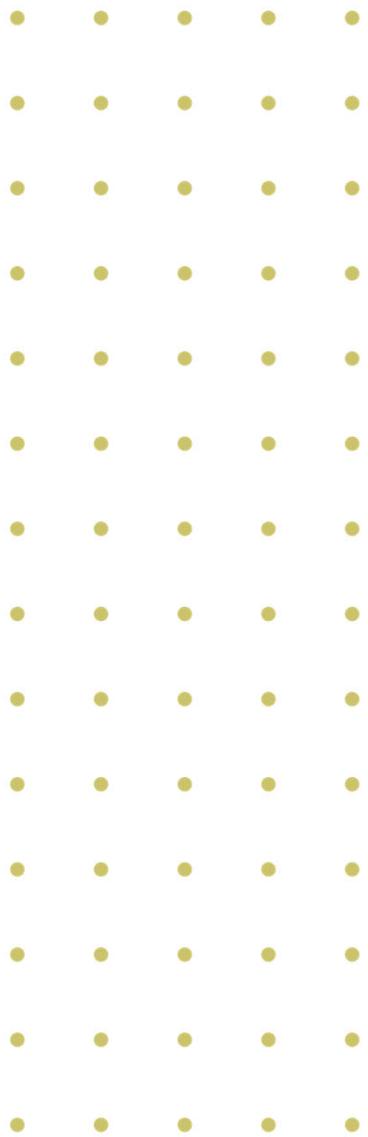
[Forms - Office of Sponsored Programs \(colostate.edu\)](http://colostate.edu)

OSP Guidance

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

OSP Research Administration Training

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



Resources

Research Acceleration Office (RAO)

<https://www.research.colostate.edu/rao>

Sponsored Programs Information Network (SPIN)

<https://www.research.colostate.edu/rao/spin/>

University Advancement Gift Policies

<https://giving.colostate.edu/ways-to-give/>

Grants.gov

<https://www.grants.gov/>