Intro to the Grants Process

Peter R. Barcher
Associate Dean for Research
College of Education and Human Development
Yes

Contact Peter Barcher

International Project?

Request for proposal assignment - OSP

Contact Susan Graziano – Global Office (optional)

Work with Susan on draft budget

No

Proposal finalized with GA at OSP

Work with Peter on draft budget and related
Req. for proposal assignment

- This on-line form gets you in the queue for assistance by a GA at OSP
  - [https://randed.gmu.edu/osp/proposal/index.cfm](https://randed.gmu.edu/osp/proposal/index.cfm)
- Within 48 hours you will receive a reply with the name of the GA and a request for more information.
  - No need to copy me. I’m automatically notified.
- Reply to the message, but if you don’t have all the info it’s OK
- You may receive a message from me offering assistance.
FAQ

Q. Who is the legal applicant? Who actually submits the proposal?
   A. The University is the legal applicant. Only the Office of Sponsored Programs is authorized to submit. Faculty, deans, etc. cannot.
      ▪ This includes letters of intent
      ▪ Exceptions – prizes, awards, some fellowships

Q. Who can help with my budget?
   A. Peter Barcher will develop a draft budget. The final budget will be prepared by a Grants Administrator at OSP.

Q. My project involves research on students and teachers. Do I need to contact the Human Subjects Review Board?
   Yes, but you may not have to submit a protocol

Q. I’m a grad student. Can I submit a grant?
   No. Only faculty can be principal investigators.
How do I include someone from another school/college at Mason?

- Determine who the Principal Investigator will be
  - Relative contribution in terms of effort
  - Who is most senior in terms of
    - Experience with this sponsor
    - Publications related to the proposal
- The school/college of the PI becomes the lead unit
  - Lead unit coordinates regarding hiring, summer salary, purchasing, travel, etc
How do I collaborate with someone at another university?

- Determine who the Principal Investigator will be
  - Relative contribution in terms of effort
  - Who is most senior in terms of
    - Experience with this sponsor
    - Publications related to the proposal
  - Where will the majority of the work be done?
- The PI’s university submits the proposal
  - Other investigators are included via subcontracts to their institutions
  - The subcontract includes a budget and scope of work
  - OSP prepares the subcontracts for Mason, with investigator input
What is cost sharing?

- Project expenses on a grant that are contributed by the University
- May be required by the sponsor
- Usually budgeted as a percent of the investigator’s time
- Must be approved by Peter Barcher and OSP prior to submission of proposal
- Cost sharing is tracked and reported by OSP
- Don’t do it you don’t have to!!
Cost sharing example

- Prof. X has a nine-month salary of $70,000
- Prof. Z has a nine-month salary of $60,000
- The sponsor requires cost sharing of 10% of the total project costs
- The budget totals $130,000, so they need to show CS of $13k
- To accomplish this, each indicates on the budget that .10 FTE (10%) of their salaries will be contributed by Mason.
- $7,000 + 6,000 = $13,000
- This is a paper transaction only, and has no impact on their salaries or their college budget.
What is a routing form?

- This form provides acknowledgement that your proposal has been submitted
- Requires signatures from PI’s, deans, dept. chairs
- Specifies the distribution of indirect costs
- Provides account numbers for cost sharing (if applicable)
- Routing and approvals done on-line through Workflow
GMU # 112396

PROPOSAL APPROVAL ROUTING FORM
George Mason University
Office of Sponsored Program (OSP)

<table>
<thead>
<tr>
<th>GMU #</th>
<th>Initial Review Date: October 18, 2011</th>
<th>Revision #</th>
<th>Review Date:</th>
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<tbody>
<tr>
<td>112396</td>
<td></td>
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<tr>
<td></td>
<td>Deadline: 12/15/11</td>
<td>Submission Date:</td>
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<tr>
<td></td>
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<td>Start Date:</td>
<td>End Date:</td>
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<tr>
<td></td>
<td>6/1/12</td>
<td>5/31/14</td>
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Principal Investigator: Len Annetta
Position Title: Associate Professor
E-mail: lannetta@gmu.edu
Phone: 703-993-5249
FAX: 703-993-2295

Co-Investigator(s):
Faculty Associates
Contact other than PI:
Email:
Phone:
Fax:

Lead Unit: CEHD
Project Title: EXP: MOLE-Movement of Learning Experience
Sponsor: National Science Foundation
Prime Sponsor:

NSF Discipline Code: 
CFDA: 47.070
Program Code: 

Type of Activity: 
- x Research
- Training/Instruction
- Service
- Fellowship
- Clinical Trial
- Other

Type of Award: 
- Grant
- Contract
- Subcontract
- Coop Agreement
- Other

Yes [X] No [_] GMU subcontracting to another organization?  Budget with signature of Institutional Officer included
Name(s) of subcontracting organization(s): Cornell University

FACILITIES & ADMINISTRATIVE (F&A) COST RECOVERY DISTRIBUTION

<table>
<thead>
<tr>
<th>Rate charged to sponsor: 26% of MODIFIED TOTAL DIRECT COSTS</th>
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<tbody>
<tr>
<td>Distribution of 100% F&amp;A costs recovered is as follows:</td>
</tr>
<tr>
<td>30% University, 35% Provost</td>
</tr>
<tr>
<td>Remaining F&amp;A costs recovered will be distributed as follows:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Principal Investigators</th>
<th>Department/Center</th>
<th>School/College/Institute</th>
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<tbody>
<tr>
<td>Dr. Annetta 10.5%</td>
<td>CEHD 7%</td>
<td>CEHD 17.5%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY PROPOSED BUDGET</th>
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<tbody>
<tr>
<td>Sponsor</td>
</tr>
<tr>
<td>$ 518,828</td>
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<tr>
<td>GMU Cash</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>GMU In-kind</td>
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<tr>
<td>$</td>
</tr>
<tr>
<td>Unrecovered F&amp;A</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Tuition Contribution</td>
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<td>$</td>
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Did I get the grant?

- If you are funded, the PI is usually notified unofficially by e-mail
  - You may be asked for a revised budget or other info.
- The PI should then notify others on the project
- Official notification (good and bad) goes OSP
- Account is set up for your use on the project
- Your division provides help on purchasing, travel and personnel
- Rhonda Troutman, CEHD Office of Research, should be consulted for non-routine matters.
- Congratulations!!
What is the role of

- CEHD Office of Research
- Campus Office of Sponsored Programs
- Campus Office of Research Development
- Campus Office of Research Subject Protections
- Campus Office of Global and International Strategies
CEHD Office of Research

- **Purpose:** Coordinate pre and post award services for CEHD faculty and staff

- **Services:**
  - Funding searches/opportunities
  - Strategy
  - Budget Development
  - Editing and review services
  - Mentoring
  - Post award fiscal management

- **Staff:**
  - Peter Barcher, Associate Dean for Research (pbarcher@gmu.edu)
  - Susan J. Miller, Office Manager (smilleb@gmu.edu)
  - Rhonda Troutman, Director of Post Award Services (rendicot@gmu.edu)
Office of Sponsored Programs

- **Purpose:** Reviews and signs off on all proposals to external sponsors.
- **Services:**
  - Assistance in preparing budgets
  - Reviews, negotiates and executes all contracts involving grants
  - Upon award generates budgets in accounting system (Banner)
  - Resolves problems of institutional cost sharing, contractual terms, and budget matters
  - Coordinates project closeouts
  - Advises on new federal and state laws, rules and regulations.

- **Reports to:** Vice President for Research and Economic Development
- **Contact:** Carol-Ann Courtney, Associate Director, Pre-Award
  - ccourtn1@gmu.edu or 3-2297
Office of Research Development

- **Purpose:** Coordinates large multi-disciplinary, multi-institutional proposals
- **Services:**
  - Manages limited submissions
  - Federal and State relations
  - Works with Associate Deans for Research
  - Develops institutional research strategic plans
  - Disseminates selected funding information
  - Coordinates seminars and workshops
- **Reports to:** Vice President for Research and Economic Development
- **Contact:** Ann McGuigan, Director of Research Development (amcguiga@gmu.edu)
Office of Research Subjects Protection

- **Purpose:** Administration of Human Subjects Review Board and Institutional Animal Care and Use Committee.
- **Services:**
  - Ensures that all research is conducted following strict ethical standards
  - Approves protocols for human subjects research
- **Reports to:** Vice President for Research and Economic Development
- **Contact:** Aurali Dade, Assistant VP for Compliance (as of 3/1/12)
  - HSRB@gmu.edu
Office of Global and International Strategies

- **Purpose:** Lead unit for Mason’s global and international initiatives
- **Services:**
  - Coordinates some international grants in cooperation with schools/colleges
  - Budget development on some international projects
- **Reports to:** Provost’s Office
- **Contact:** Susan Graziano, Global Grants Coordinator
  - sglomb@gmu.edu or 3-2995