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Resources:

- ◆ **Office of Research and Sponsored Projects (ORSP)**
 - <https://publichealth.gsu.edu/orsp/>
- ◆ **Office of Sponsored Proposals and Awards (OSPA)**
 - <https://ursa.research.gsu.edu/proposals-awards/>

PROPOSAL PROCESS:

Please provide as much notice as possible. ORSP requests a minimum of 2 business weeks' notice* for proposal preparations; more is appreciated. Final versions of non-technical files (facilities, equipment, budget, subrecipient proposals, letters of support, etc.) are due 5 business days prior to the deadline. Final versions of technical files (abstract, aims, strategy, and references) are due 2 business days prior to the deadline.

ORSP will work to submit all proposals by their deadlines. However, during especially busy times (e.g., common NIH deadlines), ORSP will prioritize proposals submitted within the timelines.

****If your proposal has subrecipients, please allow 3-4 business weeks' notice minimum.***

- ◆ As soon as you know you will submit a proposal, complete the Project Information Form (PIF).
 - If your proposal does not have an RFP and/or hard deadline, send any sponsor correspondence and the anticipated date of submission.
- ◆ A pre-award GCO will be assigned to your proposal. They will review the solicitation and guidelines, provide you a list of required documents, and send any templates (if available) to assist with proposal preparation.
- ◆ Budget details should be sent as soon as possible and can be included as part of the PIF.
 - This includes: line item details (i.e. salary, graduate assistants, materials and supplies, etc.), the period of performance, and project title.
 - If you have any questions, please call, email, or meet with your GCO.
 - If you're working with other GSU units, the indirect split should be provided for routing purposes.
- ◆ Once the budget is finalized, the GCO will send you a draft budget justification, tailored to your budget, for review and completion. This file will include our standard rate and paragraph blurbs with highlighted sections for you to complete specific to your project.
- ◆ Five business days prior to the deadline, all non-technical files should have been received. The GCO will compile all finalized documents into the official proposal package and route the draft application, final budget, and final subrecipient proposals (if applicable) through the Research Portal.
 - This will require all investigators to complete the SFI and approve the routing.
- ◆ Two business days prior to the deadline, all technical files should have been received. The GCO will add these to the nearly final draft and send you a full version of the application for final review and approval. This will also be added to the research portal and routed to OSPA for final review and approval. OSPA will wait to submit until PI final approval has been received.

BUDGETING TIPS AND INFORMATION:

- ◆ ORSP will work with PIs to develop budget, or PIs can do this themselves.
 - Budget requests can be sent via email or through draft excel budgets.
 - ORSP has a budget template available, or PIs can use their own templates
 - **The GCO will transfer any budget details onto SPH's official budget of record, even when PIs are utilizing the SPH template.**
- ◆ **If your proposal requires cost share or involves other units at GSU and/or other institutions (subrecipients, external collaborators/consultants etc.), this will require more time and you should provide this information to your GCO immediately.**
 - **If you're working with other GSU units, the indirect split should be provided for routing purposes.**
- ◆ When requesting travel, state whether it is domestic or foreign. If unknown and there is a potential for international conference travel; split the costs as best possible. This should be your best estimate and it's better to include foreign travel up front.
- ◆ When requesting graduate assistants, please specify what Master's or PhD level.
 - **If Masters, please specify level 1 or 2 and which semesters should be included (Fall, Spring, and/or Summer)**
- ◆ If requesting a Post-Doc, indicate the base salary and percentage of effort.
- ◆ For PI time, please include the % of effort (or weeks/months) and indicate whether you would like this budgeted over the calendar year, only in the academic year, or only in the summer.
 - This is based on appointment type.
 - Calendar appointments will default to calendar year.
 - If on an academic appointment, you'll need to specify calendar, academic, or summer. If calendar is indicated, it will still be split by academic and summer accordingly.
- ◆ Period of Performance (POP): For accounting purposes, it's preferable for budgets to be started on the 1st of the month and end on the last day of the month, unless the sponsor indicates differently.
- ◆ Providing the finalized title is important, as it is listed in many places internally and on the application.
 - If your title changes, please notify your GCO. This is listed many places (throughout the proposal, on electronic systems, and on internal files and records). It's important that all places are updated. We try to catch this when we can, but sometimes, if we are not notified of a title change, this won't be caught and could cause issues linking the award to the proposal at OSPA.
 - If you know your title is not final, list TBD, as this is much easier to catch and update on documents.

COST SHARE TIPS AND INFORMATION:

- ◆ First, you'll need to work with your GCO to determine the type of Cost Share: Mandatory Committed, Voluntary Committed, or Voluntary Uncommitted.
 - **Mandatory Committed (tracked and reported to the sponsor)** – required by the sponsor and is therefore referenced in the proposal by dollar amount and type.
 - **Voluntary Committed (tracked and reported to the sponsor)** – not required by the sponsor but is still referenced in the proposal by dollar amount and type.
 - **Voluntary Uncommitted (tracked internally, but not reported to the sponsor)** – not required by the sponsor, not mentioned or referenced anywhere in the proposal.
 - **Salary Cap must be tracked as Voluntary Uncommitted.**

- ◆ Once you have an idea of the type of cost share needed, the GCO will build this in a budget and send to the appropriate individuals for approval.

IMPORTANT REMINDERS:

- ◆ **Cost Share should not be included, unless the sponsor requires it. This does not make your proposal more appealing to federal sponsors/reviewers.**
 - Exceptions will be reviewed on a case by case basis.
- ◆ As a general rule, federal funds cannot be used as cost share.
 - Exceptions will be reviewed on a case by case basis.
- ◆ Cost share must be incurred during the period of performance and be directly related to the project.
 - Ex: A graduate assistant cannot be fully supported as cost share to one project but working on another.
- ◆ In most cases, other sponsored projects should not be used as cost share.
- ◆ For reporting requirements, cost share funds should be spent in parallel with the sponsored funds within the project period.
- ◆ If a cost is unallowable on the sponsor budget, it is also unallowable as cost share.

AWARD MANAGEMENT PROCESS:

The post-award Grants and Contracts Officers (GCOs) are responsible for collaborating with Principal Investigators (PIs) on the successful navigation and administration of sponsored awards and accounts. This includes performing in-depth reviews of award documents, monitoring expenditures, assisting with progress reports, applying for no-cost extensions, or any other prior approvals necessary once the award is in progress. They also provide monthly expenditure reports and coordinate with the PIs for any changes that might be necessary to the account to avoid overspending or inaccurate charges, such as changes in effort, personnel, purchases not originally accounted for in the budget, etc. ***PIs may request situational guidance meetings to discuss projected burn rates or detailed analysis of their current projects. PIs must take the lead on managing their effort across sponsored projects.***

PRE-EXECUTION

- ◆ Once you receive notification that your proposal has been awarded, notify the ORSP central box SPHORSP@gsu.edu.
 - If you receive the award directly, forward this to ORSP for processing through OSPA.
 - If you did not submit a proposal, notify your assigned Pre-Award GCO, so the appropriate forms can be routed in order to accept the award.
- ◆ If any changes are necessary from the proposal budget to the award budget, ORSP will work with you on the revisions.
- ◆ Send the assigned GCO any compliance protocols applicable (IRB, IACUC, etc.)
- ◆ OSPA will negotiate and fully execute the award.

POST-EXECUTION

INITIAL SETUP

- ◆ OSPA will distribute a copy of the fully executed award, along with the assigned speedtype for spending.
- ◆ Review the award and notify your assigned post-award GCO of any issues with the documents.
 - Pay particular attention to the effort listed on the award budget and notify the GCO immediately of any changes.
- ◆ The GCO will review the award and account to ensure the budget was setup appropriately.
- ◆ The GCO will initiate your effort to begin charging to the newly assigned speedtype for the period and percentage listed on the award budget.
- ◆ If subrecipients are included, the GCO will initiate this request with OSPA to draft the agreement.
- ◆ The award is now fully setup.

ONGOING MANAGEMENT

- ◆ It is recommended that you develop an effort tracking tool for all of your project personnel, as well as for the effort where you may be collaborating on a project you are not leading.

- ◆ ORSP has developed a simplified effort tracking tool that can be utilized and adapted to fit your needs, which can be downloaded [here](#).
- ◆ Your assigned post-award GCO will send you monthly expenditure reviews that will include your project drilldown reports listing account balances.
 - The GCO will notify you of any potential concerns that could lead to overspending the account and will ask you to verify your effort being charged.
 - You will be required to confirm your effort.
- ◆ If you need to request a no-cost extension, official budget revision, or any other post-award action, please work with your assigned GCO to initiate these requests with the sponsor or OSPA, as necessary.