

Pre-award BASICS

WHAT YOU *NEED* TO KNOW

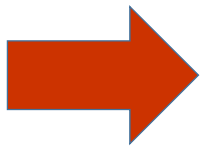
SRAI Conference-NC Chapter Meeting
April 16, 2019

PRESENTER

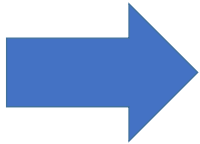


Althea Lewis, MBA
Pre-Award Grant Specialist
University of North Carolina Wilmington
College of Health & Human Services (CHHS)
Email: lewisat@uncw.edu

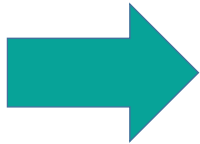
OBJECTIVES



To understand the essential duties of pre-award administration

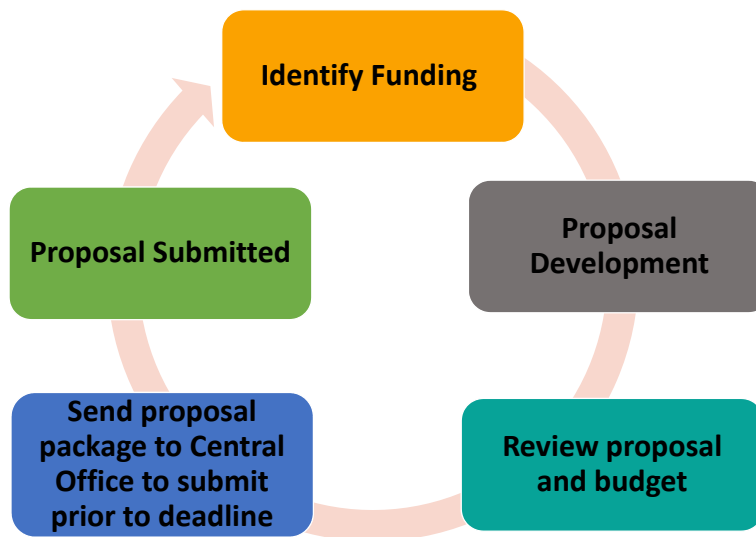


Discuss the importance of timely and effective communication with PIs and Central Office

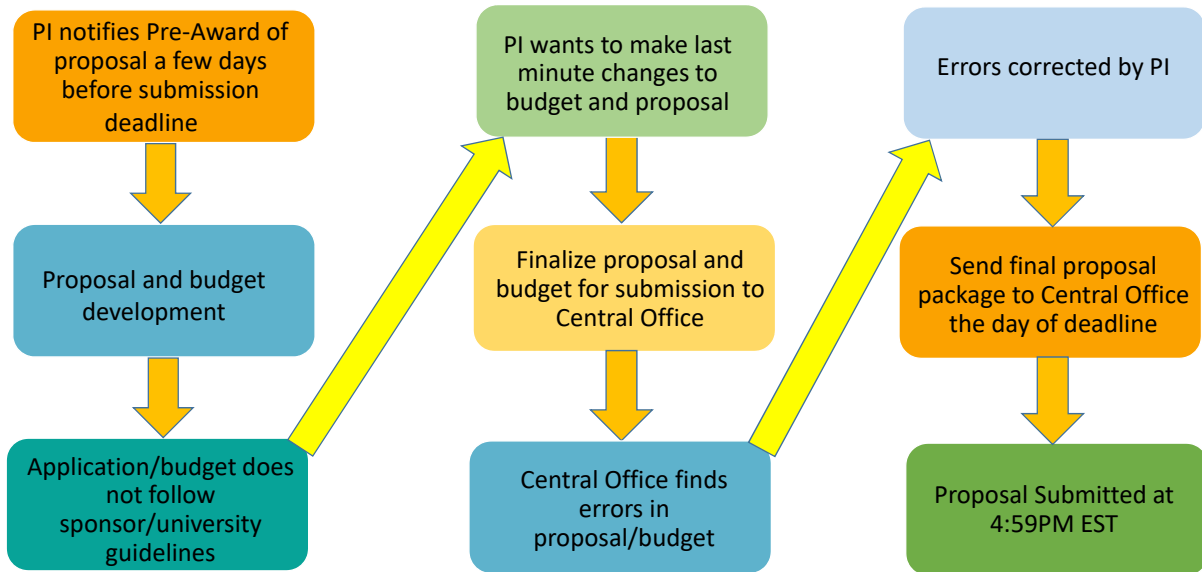


Identify useful tools to help keep things on track

Pre-Award Grant Cycle (Essential Duties)



The **ACTUAL** Pre-Award Grant Process

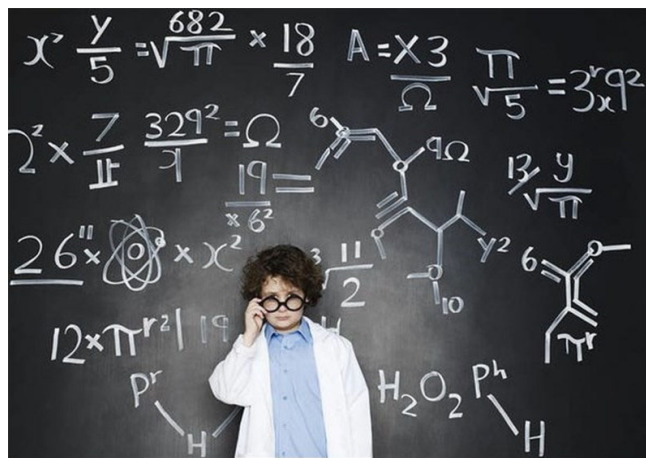


Insufficient lead time is the #1 stressor for all pre-award research administrators!

DOES YOUR INSTITUTION HAVE A LEAD TIME POLICY? IS IT ENFORCED?

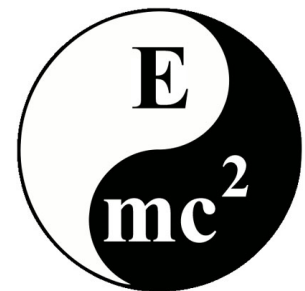


CAN WE WORK *SMARTER* DURING THE PRE-AWARD PROCESS?





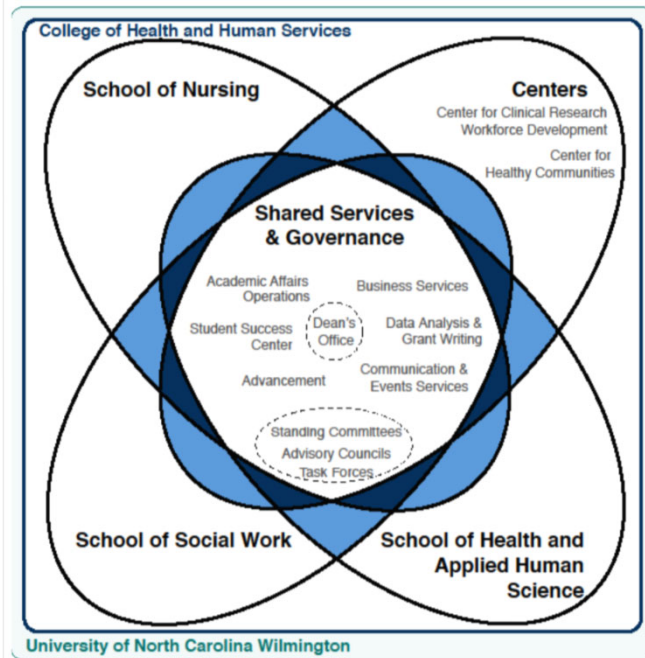
Three Rules of Work



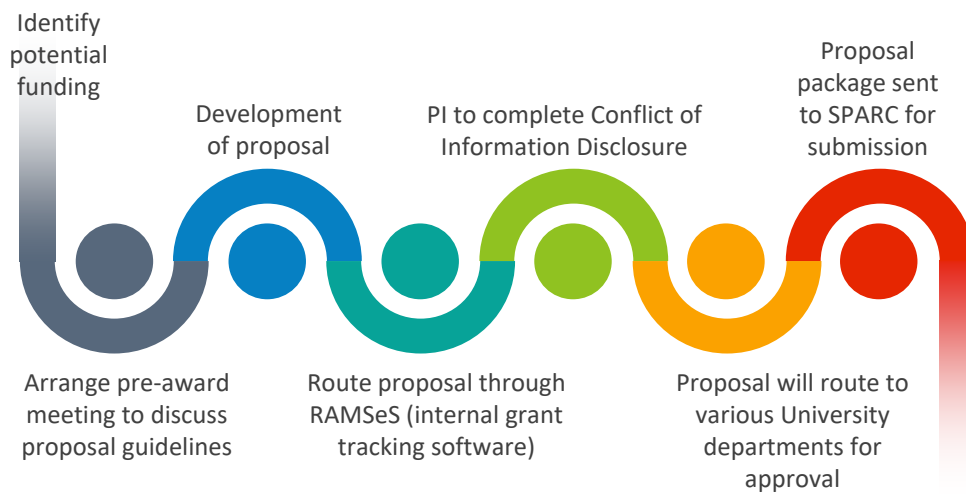
1. Out of clutter find **SIMPLICITY**
2. From discord find **HARMONY**
3. In the middle of difficulty lies **OPPORTUNITY**

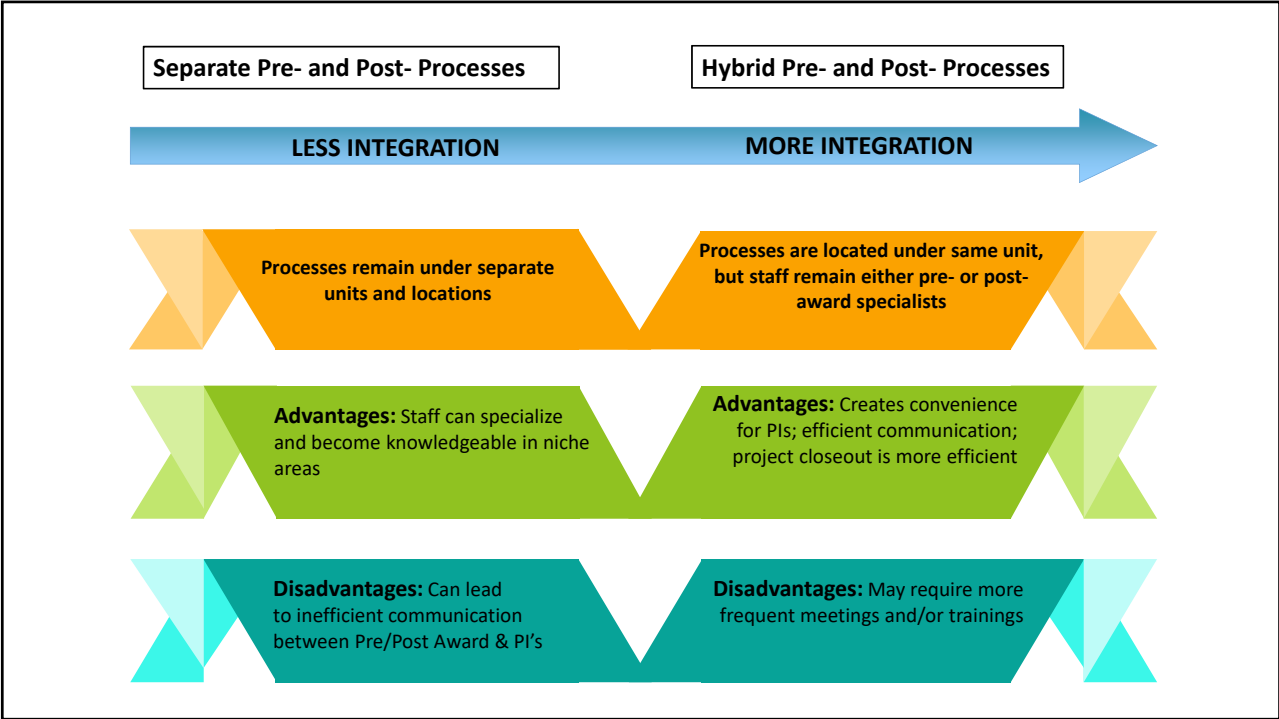
-Albert Einstein

OUR STRUCTURE



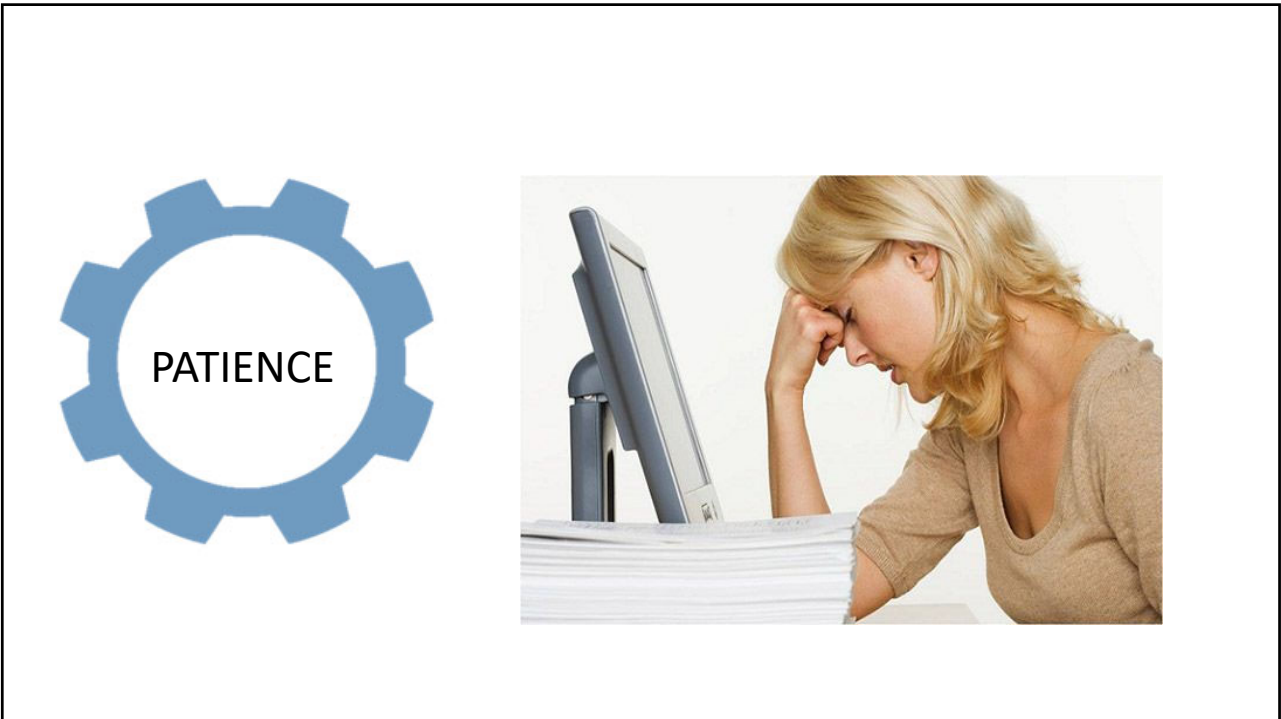
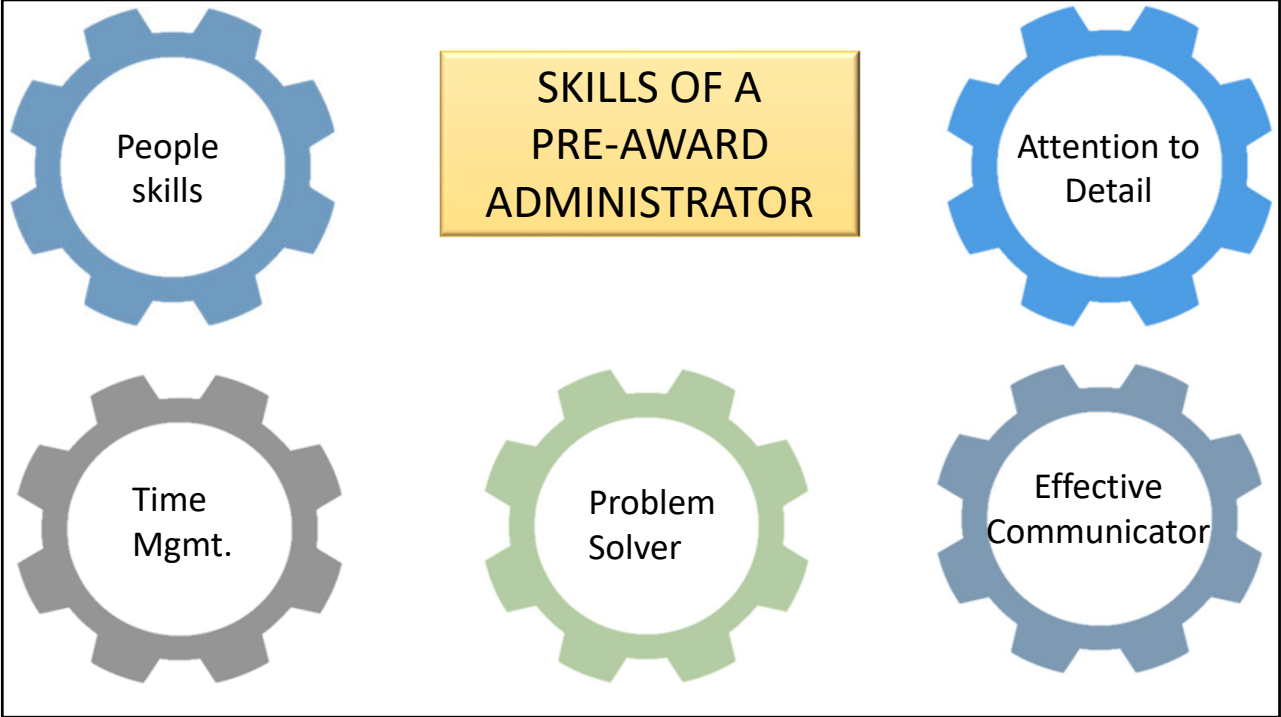
CHHS Pre-Award Grant Process





ROLES AND RESPONSIBILITIES OF A PRE-AWARD ADMINISTRATOR





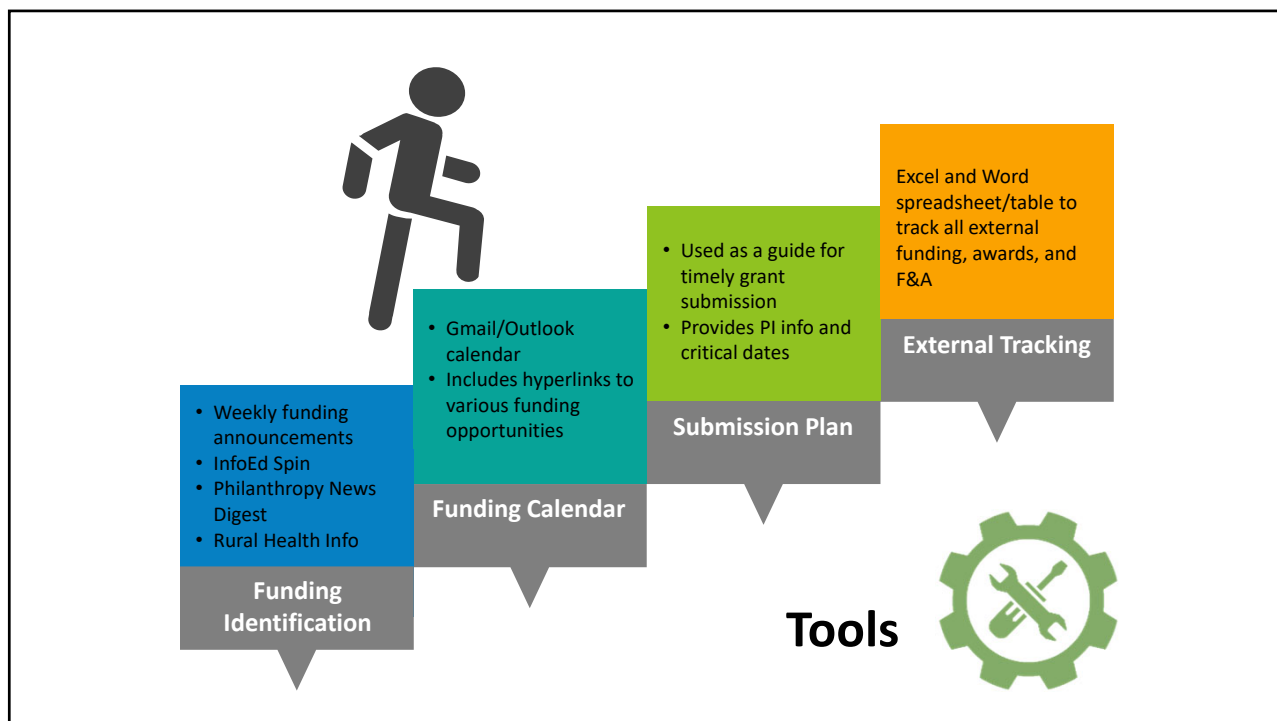
PRE-AWARD GRANT SERVICES

- Identifying funding opportunities
- Schedule pre-award meeting with faculty
- Serve as liaison with central office
- Interpreting sponsor's guidelines
- Reviewing and editing proposal documents
- Developing and ensuring accurate project budgets
- Initiating and monitoring on-campus review (routing) processes
- Ensuring adherence to institutional, sponsor, and governmental guidelines

Source: San Jose State University

TOOLS





Weekly Funding Announcements

The research endowment has been made possible by charitable funds and individual donations derived from the annual campaign, specifically targeted for research. The intent of the research endowment is to use a portion of the interest derived from these funds to support basic and applied research in exercise science. The primary goal is to fund mechanistic, hypothesis driven, basic and applied research. A \$10,000 grant is available and is applicable to all relevant fields of exercise science. Funding is primarily targeted for new or junior investigators, within 7 years of attaining a terminal degree (e.g., Ph.D., Ed.D.). It is the intent of this grant to provide seed money support after which further funding would be sought from other sources. Applications should clearly describe if the aims are achieved in the pilot, and how the data will be used in future grant applications. **Only one application per person is allowed.**

Applicants must be current members of ACSM at the time of submitting an application to be funded. Grants are open to all ACSM members, including international members.

Funding Amount: \$10,000

Deadline: January 19, 2018

Link to application and guidelines: <http://www.acsm.org/find-continuing-education/awards-grants/research-grants/research-endowment>

NIH-Improving Smoking Cessation in Socioeconomically Disadvantaged Populations via Scalable Interventions (R21 Clinical Trial Optional)

The purpose of this Funding Opportunity Announcement (FOA) is to provide support for innovative and promising intervention research designed to improve smoking cessation outcomes among socioeconomically disadvantaged populations. Specifically, this FOA is intended to stimulate research efforts aimed at the development of smoking cessation interventions that: 1) are targeted to socioeconomically disadvantaged populations, and 2) could be made scalable for broad population impact. Applicants may propose projects that develop and test novel cessation interventions with the potential to be scaled up, as well as projects that focus on enhancing the effectiveness, quality, accessibility, utilization, and cost-effectiveness of currently scaled smoking cessation interventions. This FOA provides funding for up to 2 years for protocol development and early phase, pilot, or exploratory projects.

Deadline(s): June 13, 2018, October 11, 2018, June 13, 2019

Funding Amount: **R21** project grants are limited to \$275,000 over a 2-year period, with no more than \$200,000 in direct costs allowed in any single year

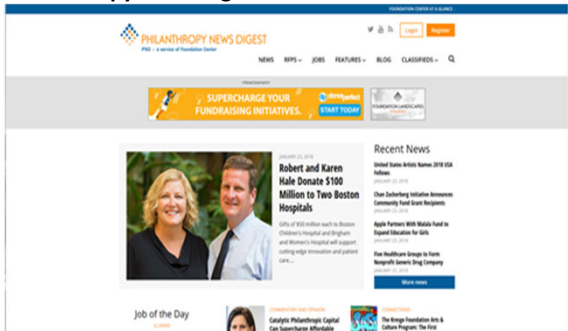
Link to guidelines: <https://grants.nih.gov/grants/guide/pa-files/PA-18-250.html>

IDENTIFYING FUNDING SOURCES

InfoEd Spin



Philanthropy News Digest



Rural Health Info



Grant Submission Plan

Pre-Award Grant Services

Grant Submission Plan Date: _____

PI(s) _____

Grant Sponsor/Name of Grant: _____

Project Title: _____

Grant Deadline: _____

Submission of budget and justification to Sponsored Programs for pre-approval: _____

Date to finalize budget: _____

Date for PI(s) to finalize proposal narrative and all supporting documents: _____

Date to route through RAMSes: _____

Date to submit final documents to Sponsored Programs for Submission: _____



COMMUNICATING WITH PIs



Do you communicate with your PIs effectively? What are some best practices/solutions?



BUILD POSITIVE AND PRODUCTIVE RELATIONSHIPS!

EDUCATION

EMPOWERMENT

ENCOURAGEMENT



QUESTIONS TO ASK...



- Is your institution eligible to apply?
- Is the PI eligible for this opportunity? Will there be a Co-PI? Percent effort?
- Is cost share required?
- Are there subawards?
- When is the deadline? Is there sufficient time to develop a strong and competitive proposal? Want to make sure PI is putting forth their best work!
- Are indirect costs allowed?

REMEMBER..

Do not hesitate to question the PI

Sometimes it is necessary to arrange a meeting with the key players (including post-award and central office)



COMMUNICATING WITH CENTRAL OFFICE



COMMUNICATING WITH CENTRAL OFFICE



- Not a competition (working towards a shared goal)
- There to support faculty and one another
- Have clear policies and procedures that define specific roles
- Keep Central Office in the loop (upcoming submissions, etc)

Do you communicate with Central Office effectively? What are some best practices/solutions?



Best Practices

- Find what process works best for you
- Set aside time each day to remain relevant in the field of research administration
- Find a mentor



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BUDGET DEVELOPMENT



BUDGET

- Has to have purpose (has the PI budgeted enough money to be able to complete the research?)
- Read the sponsor's guidelines: what are the allowable/unallowable costs?
- What people are needed for your project to be successful?

AND..

Involve Post-Award in the budget process!
Use a budget template (internal budgets)



Discussion



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Are your current Pre-Award services effective? Why or why not?



What are the greatest challenges in your role?



What policies/procedures/tools would make your role in pre-award more manageable?



The process may
not get easier, but
you can become
better!



QUESTIONS

