



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

Who can help with my funded grant?

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Discussion Topics

- Research Support
- Pre-Award Operations
- Post Award Operations
- Types of Research Funding
- What is the Post Award Phase?
- Wrap-up

Research Administration Areas

Pre-Award

Post Award/ Research Finances

Compliance

Research Agreements/Contracts

Other Roles (Mentor, PI, etc.)

Multiple Roles

Poll Question 1

In the field of Research Administration, what is your area of expertise?

Pre-Award

Post Award/Research Finances

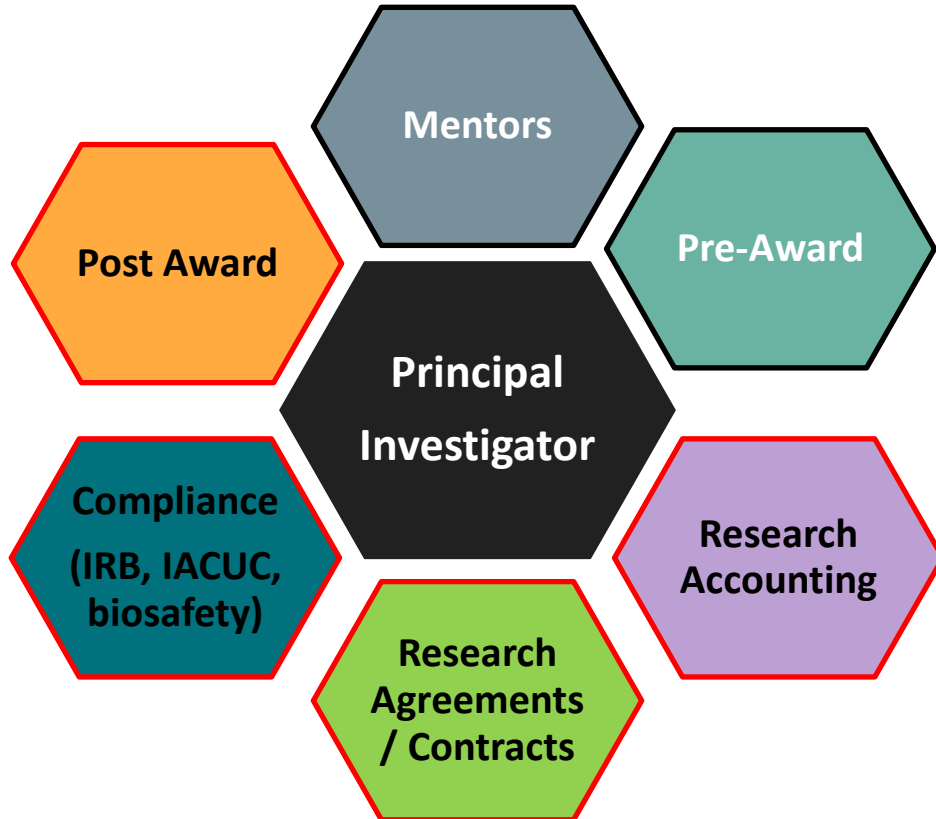
Compliance

Research Agreements/Contracts

Other Roles (Mentor, PI, etc.)

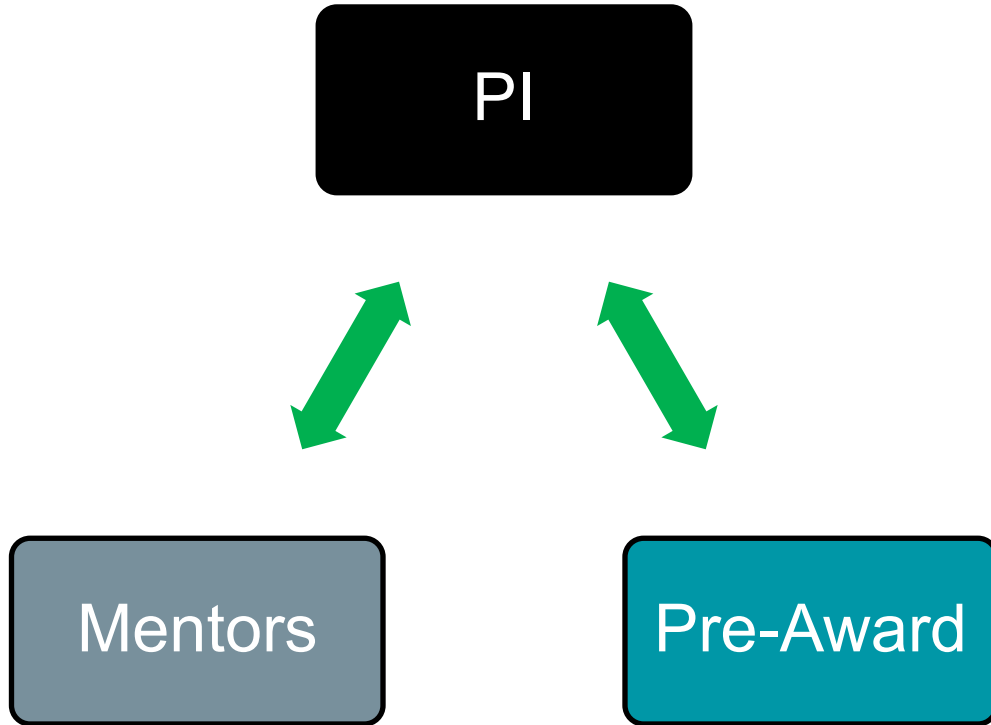
Multiple Roles (Pre and Post, etc.)

Research Support



Who helps BEFORE my grant is funded?

Pre-Award Operations



Mentors

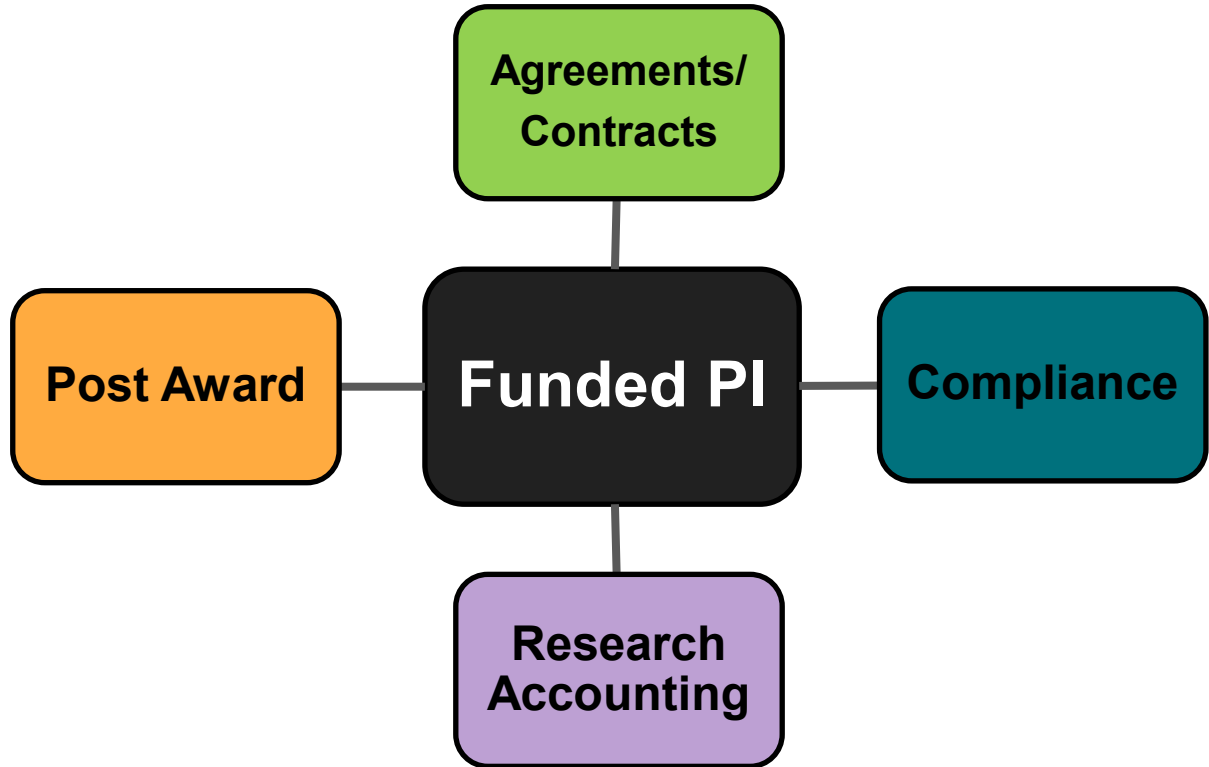
- Identify funding opportunities
- Help with proposal development, grant writing, and budget development
- Refine research design, methodology or hypothesis
- Assist with letters of support
- Assist with grant rejection and resubmissions

Pre-Award

- Help faculty navigate grant proposals
- Ensure faculty submissions are well-prepared
- Help to improve the quality and competitiveness of research proposals
- Assist with the administrative workload
- Ensure faculty meets all sponsor requirements

Who helps AFTER my grant is funded?

Post Award Operations



Research Agreements/Contracts

- Negotiate/review sponsored research agreements
- Set specific terms under which the research is being conducted (Scope of Work (SOW), Milestones and Deadlines, Duration of the Agreement, Intellectual Property)
- Ensure terms are favorable, compliant and adheres with institutional policies, laws and regulations
- Establish how and when funds will be disbursed
- Specify a path for resolving conflict and how data generated during the study will be managed

Research Compliance

- Human Subjects Research
 - Institutional Review Board (IRB)
- Animal Research
 - Institutional Animal Care and Use Committee (IACUC)
- Biosafety Research
 - Involves biological matter
- Conflict of Interest
 - Disclosing conflicts of interests
- Export Control
 - Regulate export controls with foreign nationals
- Data Management Plan (DMP)

Research Accounting

- Assist with the submission of financial reports to the funding agency
- Ensure that expenses align with the terms of the grant
- Manage draw downs and sponsor payments
- Invoice sponsors for payment
- Award closeout

Types of Research Funding

Common Types

Federal

State/Local

Private Foundations

Professional Associations

Other Funding (Commercial or International)

Poll Question 2

What is the most common type of research
at your institution?

Federal

State/Local

Private Foundations

Professional Associations

Other Funding (Commercial or International)

Types of Funding

Internal Sponsored Research

- Seed/Pilot
- Collaborative
- Travel/Conference
- Undergraduate

External Sponsored Research

- Government (**NIH**, DoD)
- Philanthropy/Corporate
- Industry
- Academic
- Fellowships
- Consortiums, etc.

Post Award Phase

Post Award Phase

- Administrative setup in the financial management system
- Award monitoring of all grant transactions
- Oversee effort certification
- Invoice all eligible charges (subawards included)
- Prepare reports
- Award Closeout

Administrative Setup

- Read terms and conditions
- Setup new grant accounts
- Prepare grant notification reports
- Add personnel

Award Monitoring

- Review and approve grant transactions
 - Review/approve subcontract invoices
- Monitor expenditures
 - Must be allocable, allowable, reasonable and conform for the performance period
- Track carryforward
- Process award changes/modifications
- Monthly meetings with departments

[eCFR :: 2 CFR 200.403 -- Factors affecting allowability of costs.](#)

Award Effort Certification

- Time spent on a sponsored project
- Verify salary and wage expenses
- Mandatory certification
- Institutions must maintain records
- Total effort should not exceed 100%

Award Invoicing/Reimbursement

- Task varies at performance sites
- Invoice all eligible charges applicable to the sponsored projects
 - Clinical trials
 - Subawards (Incoming and Outgoing)
- Categories of invoicing:
 - Cost Reimbursable
 - Fixed Price

Award Reporting

- Sponsor identifies type of reporting needed
- Common types of reports:
 - Research Performance Progress Report (RPPR)
 - Annual - required for all grants
 - Interim – competitive renewals (Type 2)
 - Final – grant closeout
 - Federal Financial Reports (FFR)
 - Inventions Statements
 - Equipment and Property

Award Reporting

- Report Due Dates
 - Approximately 60 days before the next budget period
 - Progress reports (unless under SNAP guidance – which is 45 days before next budget period)
 - Within 120 days after project ends
 - Interim Research Performance Progress Reports (I-RPPR)
 - Final Federal Financial Report (F-FFR)
 - Final Inventions Statement

Award Close-out

- Work with PIs/dept to clear open encumbrances
- Ensure that expense categories are not overspent
- Move overage costs to other appropriate account(s)
- Ensure that effort is correct for the final progress report
- Confirm RPPR (i.e. Human Subjects), FFR, Invention Statements are properly loaded in eRA commons

Wrap Up

- Research Support
 - Multiple entities involved
- Pre-Award Operations
 - Assistance before funding
- Post Award Operations
 - Assistance after funding
 - Knowing type of research funding
 - Reporting

References:

[Final Invention Statement | Grants & Funding](#)

[Research Performance Progress Report \(RPPR\) | Grants & Funding](#)

[Reporting Requirements | Grants & Funding](#)

*Thank
You*

Questions?