

Tools to Find Funding and Operational Updates from Sponsored Programs Administration

Jason Guilbeault, MBA, CRA

Associate VP for Sponsored Programs Administration

Executive Director for AURI

Agenda

- Funding Opportunity Databases
- Understanding eligibility
- Key concepts in building a budget
- Operational Updates





- Free to AU Community, even students
- Requires AU Log-In Credentials
 - <https://www.grantselect.com/login/>
 - Can also be found on the list of Apps and Tools on my.augusta.edu
- Directions for accessing GrantSelect:
 - <https://augustauniversity.box.com/s/2t51zpw45mx4aa6tmv6deincsb6nlyg4>

Login to GrantSelect

Institutional Login

Institutional Account Users, enter here

[Institutional Login](#)

If you are a subscriber and you believe you should get access without a username / password, please contact Tech Support.

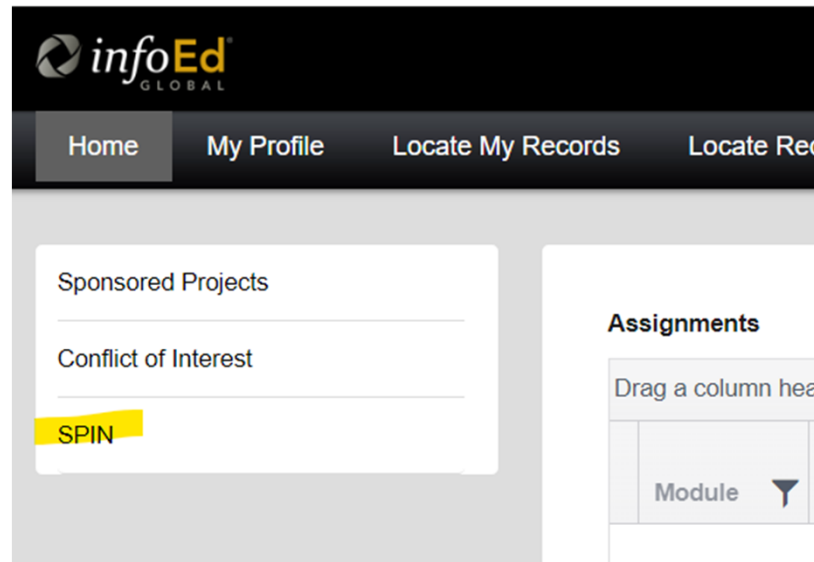
InfoEd SPIN (infoed.augusta.edu)

- SPIN is InfoEd's database of funding opportunities
- Only available to employees
- SPIN is now fully configured to allow keyword searches to be saved and new funding opportunities to be automatically emailed to end users
- New written procedure to assist faculty and others for finding grant opportunities
 - Found on Tools for Researchers -
<https://augustauniversity.box.com/s/ux9i5402hzs2rq5ol9ty5tapxyv5rohx>
- Please contact Jason Guilbeault (Jguilbeault@augusta.edu) if your faculty would like a demonstration of SPIN



Navigating to SPIN

- When logged into InfoEd, you should see the SPIN button to click on.



SPIN World's Largest Database of Sponsored
Funding Opportunities

Jason Guilbeault Augusta University [Sign Out](#)

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[Help](#) ▼

Exclude US Federal Opportunities

You have no additional filters active. [Click here to edit them.](#)

Reviewing the Solicitation/Grant Opportunity

- A solicitation is the source of all information and includes:
 - When the proposal is due
 - Where to submit it
 - How to submit it
 - What information the sponsor wants in the proposal package
 - What the budget limits are
 - What types of costs are allowable or unallowable
 - Allowed indirect costs (aka Facilities and Administration costs)
 - How the proposal will be reviewed/scored
 - Who to contact with questions
 - Institutional and PI/PD eligibility
 - Matching/Cost Sharing requirements (if required)
- Best practice is to create a checklist based on the solicitation
 - Sample checklist -
<https://augustauniversity.box.com/s/jjskt3eaef9pv6w7i8m9hx5jg8138it2>



Proposal Development

- There are a wide variety of grants from many different sponsors that require varying parts of a proposal
- Most funding opportunities have the following parts in common:
 - Institutional Eligibility
 - Principal Investigator (PI) or Project Director (PD) Eligibility
 - Purpose/Objective/Scope of work
 - Budget
 - Review Criteria

PI/PD Eligibility

- Individual eligibility for PIs/PDs can be limited by criteria such as:
 - career stage
 - demographics such as gender, first-generation college graduate, or other underrepresented groups
 - Amount of sponsored funding a PI/PD currently has
- AU Policy – only full time faculty can serve as a PI/PD
 - Exceptions can be granted by SVP of Research



Institution and PI/PD Eligibility

- Institutional eligibility can be restricted by such criteria as:
 - non-profit organizations with IRS 501(c)(3) designation
 - institutions of higher education, either public or private
 - university's overall operating budget
 - university designations such as Historically Black Colleges or Universities, Hispanic Serving Institutions, and Primarily Undergraduate Institution
 - foreign entities may be included or excluded from participation
 - small businesses
 - amount of sponsored funding received by specific college or AU as a whole
 - Regional demographics
- Sponsors may also limit number of submissions by each entity
 - These are called “limited submission opportunities”
 - AVP of DSPA and SVP of Research manage the process to facilitate in the selection of who will submit on behalf of AU/AURI



Notes for Institutional Eligibility

- Augusta University Research Institute has an IRS 501(c)(3) designation (i.e. non-profit organization)
- Augusta University is a public institution of higher education
- Augusta University is NOT:
 - A Historically Black College or University (HBCU)
 - A Hispanic Serving Institution (HSI)
 - A Minority Serving Institution (MSI)
 - A Predominantly/Primarily Undergraduate Institution (PUI)

Proposal Writing Basics

- **Purpose/Objective/Scope of Work (SOW):**
 - The PI/PD should align their purpose/objective/SOW to fit the mission and priorities of the sponsor.
 - The sponsor's missions are often on their website or other publicly available sources.
 - Some sponsors host webinars and/or events designed to share the goal of a particular proposal.



Common Elements of a Budget

- Salaries/wages and fringe benefit expenses of employees and students working on the award
- Travel, either to collaborating sites or to conferences
- Supplies, including computing devices
- Publication
- Consultants
- Subawards (collaborating institutions)
- Equipment
- Participant costs (including participant travel)
- Other services from 3rd party vendors
- Patient Care
- Indirect Costs (aka Facilities and Administration Costs)

Budget Justification

- Many sponsors requires the PI/PD to justify their budget
 - Describe how and why each line item in the budget will be used to complete the project
- Budget Justifications, Not Budget Reiterations
- Budget justifications are important because they explain to reviewers why the costs are essential to completing the tasks outlined in the proposal.
 - One common mistake is to over-simplify explanations (e.g., Supplies: general supplies for the project, \$25).
 - Provide the *why* behind the *what*.



DSPA Operational Updates

Identifying Key Operational Issues

- Pre and Post Award Office processes not integrated
- No tracking of tasks or deadlines in Pre-Award
- InfoEd (eSproute) was 15 years out of date
- Account Setup process was severely inefficient
- No written policies and procedures in Pre-Award
- Several “one-off” positions with no backups in place
 - Positions were held by long time employees who left within the last 3 years (some positions underutilized)
- Too many competing deadlines for Pre-Award staff

Structuring for Success

- Why restructure?
 - Several one-off positions with no backup or anyone cross-trained on duties
 - Ensure business continuity when unique positions are vacant or people take time off
 - Shift responsibilities to achieve operational efficiencies, eliminate redundancies, and more evenly distribute workload
 - Reclassified positions and rewrote job those descriptions/duties for underutilized positions that can absorb more duties

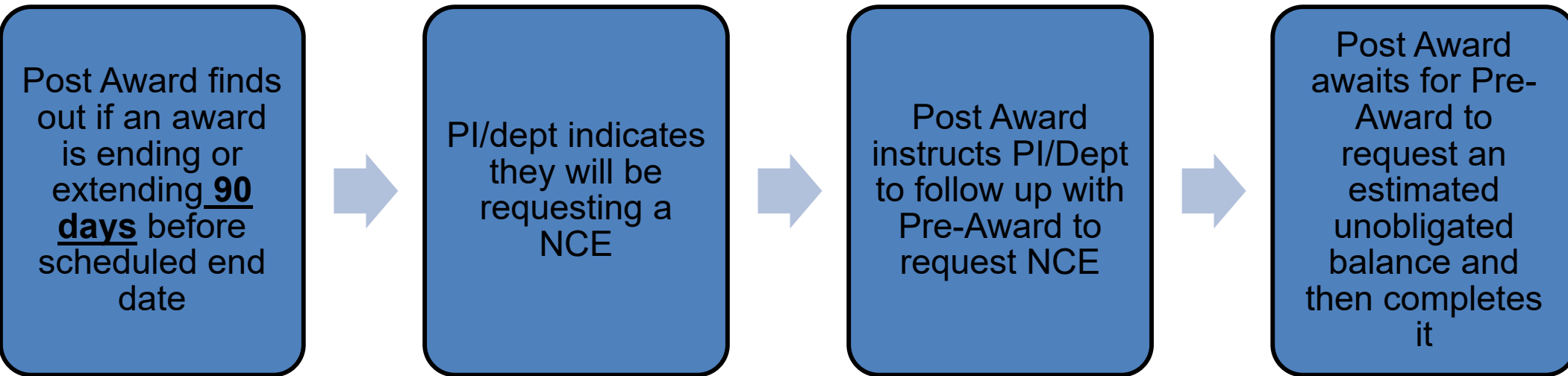


Integrating Pre and Post Award Processes

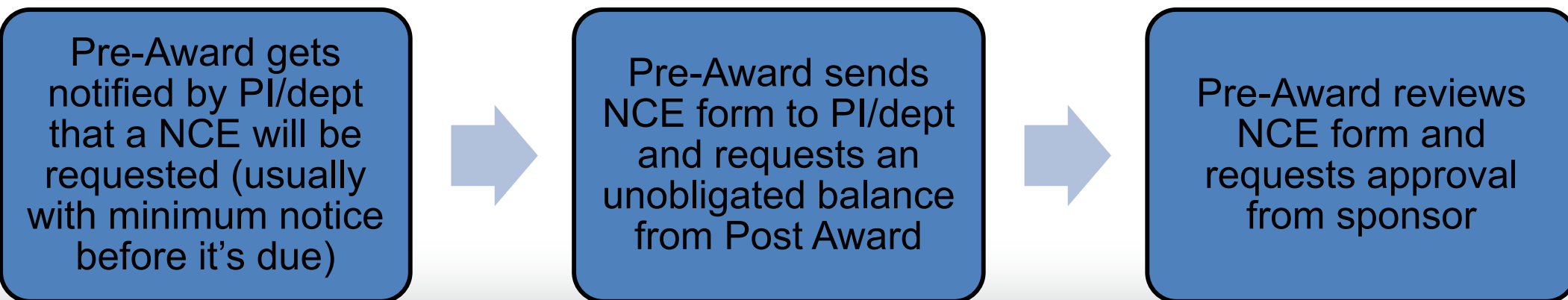
- Departments/PIs may have been redirected between offices as if Pre and Post Award were 2 separate offices
- Processes such as no-cost extensions and progress reporting required PIs/dept admins to coordinate between Pre and Post Award
- Processes and workflows were redesigned to maximize efficiency and reduce back and forth communication

DSPA Process Changes

- No-Cost Extension Workflow – Post Award:

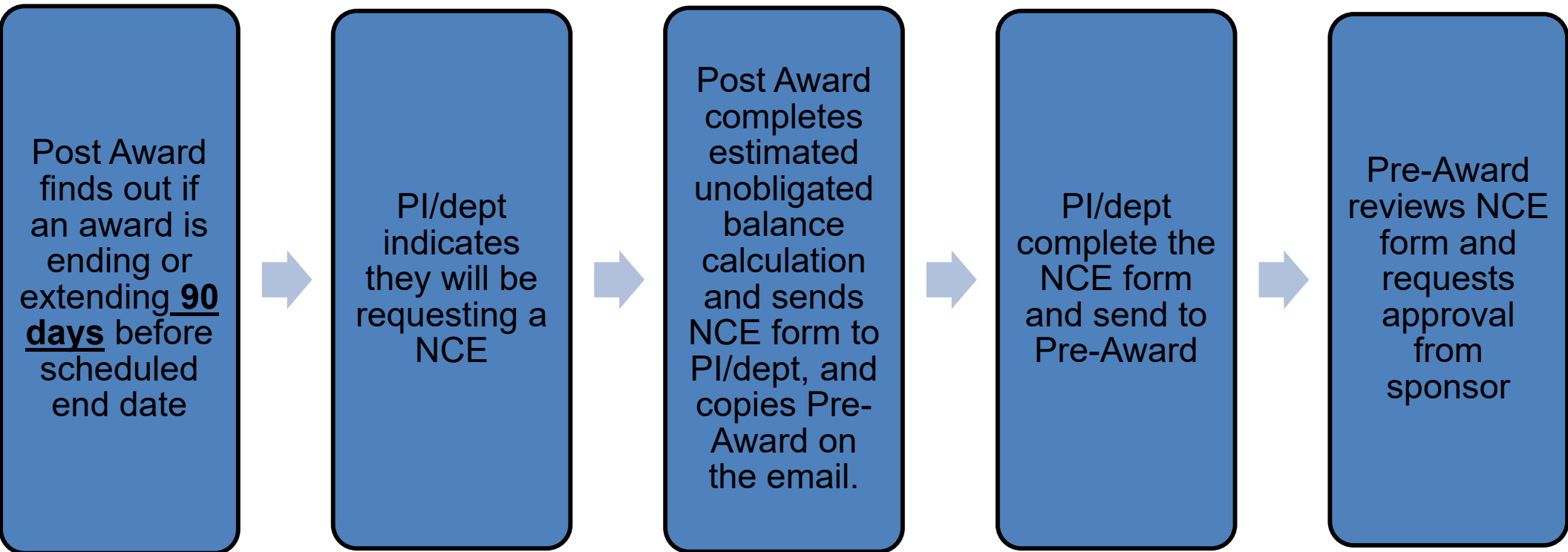


- No-Cost Extension Workflow – Pre-Award



DSPA Process Changes

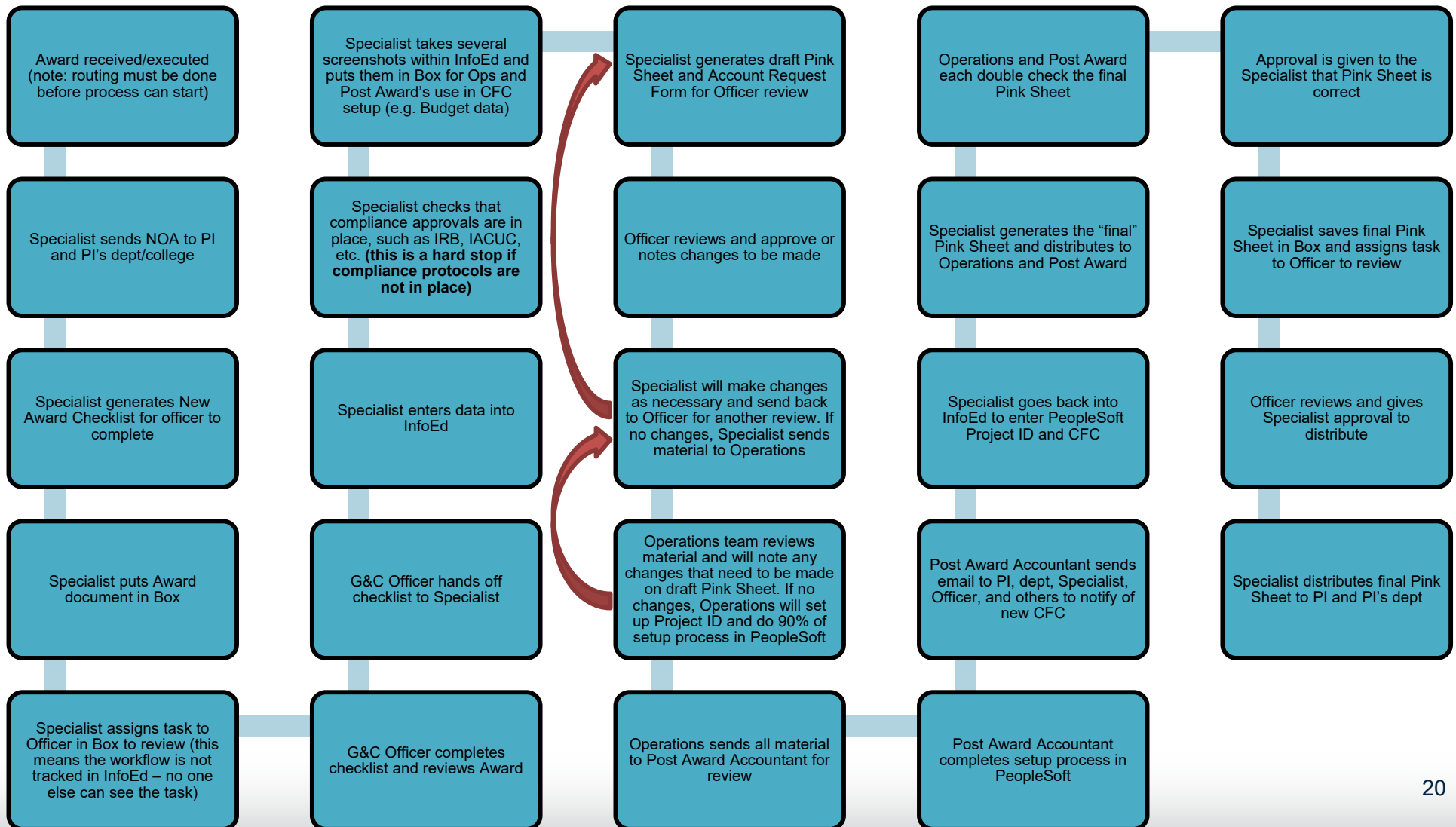
- Revised NCE Workflow:



- Benefits – Pre-Award is involved in the process sooner
 - This will eliminate or reduce last minute requests
 - Increased collaboration between DSPA and PI/dept
 - Post Award has capabilities in PeopleSoft to track due dates for such requests to flag for follow up

Streamlining Processes – CFC/Project Setup

- Where's my CFC?

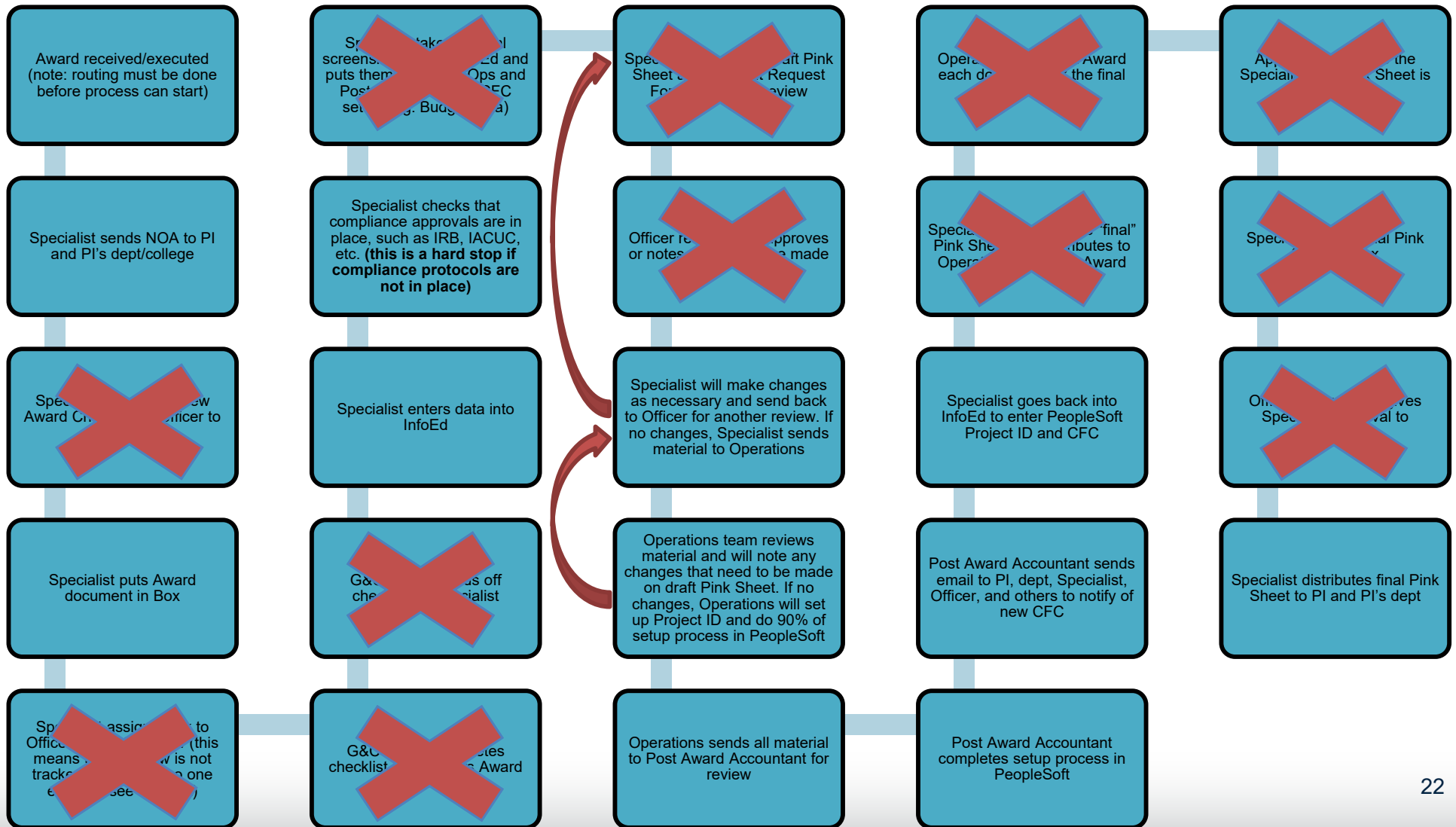


Summary

- Award documents/data/Pink Sheets are reviewed by 5 people:
 - Officer reviews 4 times (more if corrections are needed)
 - Specialist reviews 3 times (more if corrections are needed)
 - Operations reviews 2 times
 - Post Award Accountant reviews 2 times
 - Director of Pre-Award also used to review 2 times
- Progress/Workflow is not tracked in InfoEd (tasks assigned in Box)
 - Does not provide transparency on the status of the process to anyone (only the Specialist and/or Officer know the status)
- Award document (NOA, CTA, etc.) not stored in InfoEd
 - PIs/depts may also create duplicate files to house their NOAs and other award documents
- Data being printed/screenshoted from InfoEd and put into Box (Post Award did not have access to InfoEd to simply view the data in the system)
- Multiple notifications sent to PI/dept (NOA email, CFC email, Pink Sheet email)

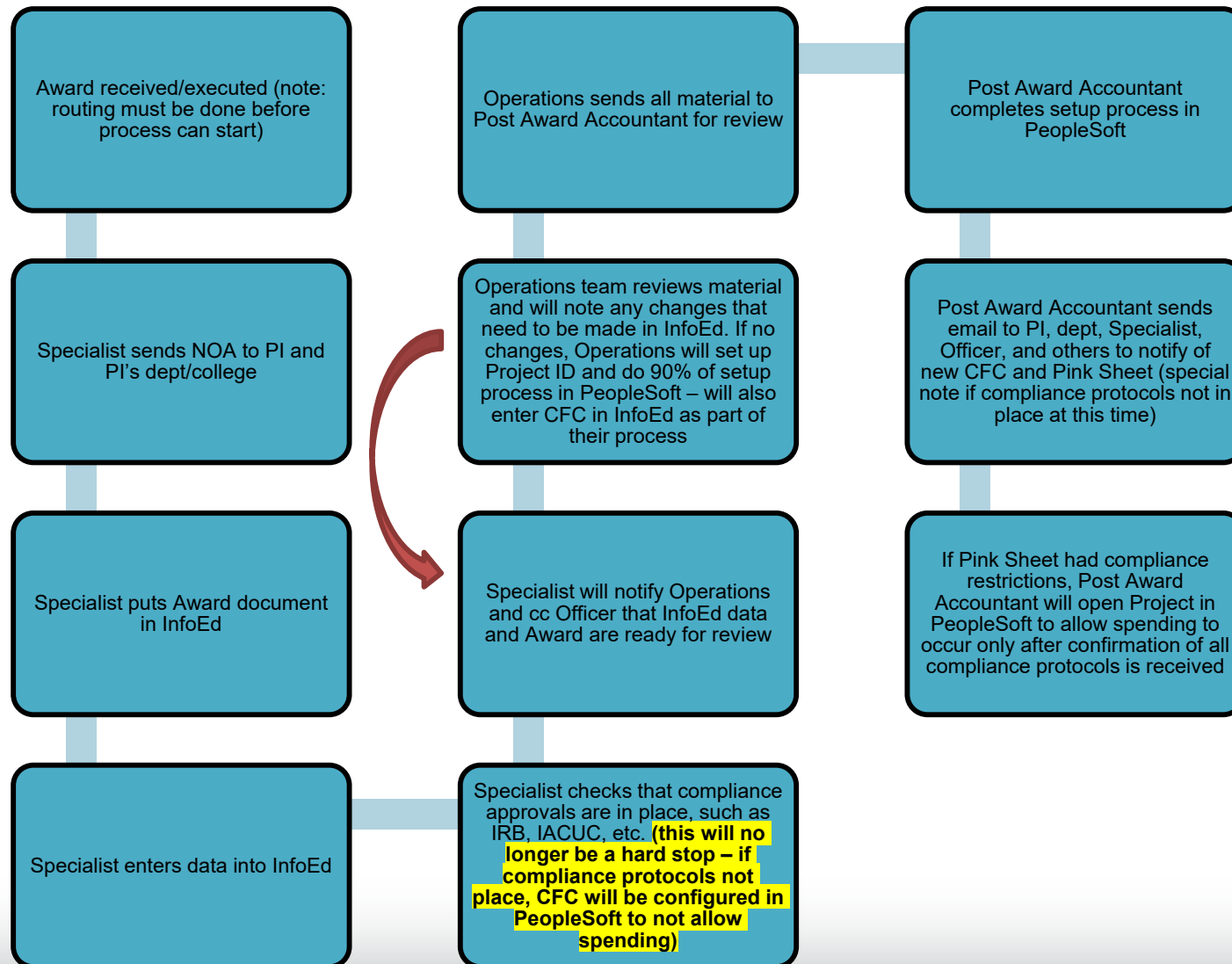
Streamlining Processes – CFC/Project Setup

- Elimination of non-value added/duplicative/unnecessary steps



Streamlining Processes – CFC/Project Setup

- Reorganize and reassign remaining steps to optimize efficiency



Summary of New Process

- Award documents/data/Pink Sheets are reviewed by 3 people:
 - Officer review not required but they are a resource if questions arise and they are cc'd on emails
 - Specialist reviews 1 time (more if corrections are needed)
 - Operations reviews 1 time (more if corrections are needed)
 - Post Award Accountant reviews 1 time
 - Checklists created for Specialists and Ops to follow to assist with double checking each other's part in the process (Post Award already had checklist for its part)
- Eliminated draft Pink Sheet (data is verified by Ops/Post Award looking at the data directly in InfoEd)
- Data no longer being printed/screenshotted from InfoEd and put into Box
 - Ops and Post Award now have access to InfoEd to view data
- Fewer handoffs, which means fewer opportunities that a setup will be held up due to competing priorities
- Consolidated communications

Leveraging InfoEd System

- Updated system to newest user interface
 - New interface has useful widgets and reports on a dashboard
- Reconfigured workflows (eliminated duplicative approvals)
- Redesigned routing form to eliminate non-value added questions
- Added questions on routing form to collect key data attributes for enhanced reporting and better data collection to speed up downstream processes
- Added several new budget categories on budget form
- Created new statuses for better tracking and reporting



Importance of Data Capture

- Data is organized within information systems via tables
- Tables can be linked together using a common attribute, like a Project ID, to pull in additional data from other tables
- Systems can also be integrated between each other using common data attributes
- Since different end users access different systems, it may be necessary to have the same data in different systems
- New fields that were added in InfoEd allow for data to be sent to Post Award for data entry into PeopleSoft. Ex:
 - Previously, Post Award may have to reach out to PIs/dept admins to get additional information like the Department ID to be used in a newly created account/CFC. With data now being captured on the front end, this step is eliminated

Policies, Procedures, and Tools

- New policies created:
 - Preparation, Review, and Submission of Extramural Proposals
 - Prior Approval from Sponsors
 - Sponsored Programs Reporting
 - Subrecipient Policy
- In the works – contract reviews

Policies, Procedures, and Tools

- New procedures and tools created:
 - Accessing GrantSelect
 - NIH RPPR Checklist
 - Reviewing Solicitation Guidance/Procedure
 - InfoEd procedures
 - Sample Proposal Development Checklist
 - Several internal Pre-Award procedures written
- Contract procedures/checklists for contract negotiations being written

Questions

- Thank you all for attending