Why are we here today?

This series is designed for those employees who have sponsored management responsibilities to gain a better understanding of what research administration is made up of—the pre-award and post-award processes, requirements and compliance from A to Z.

Session One Agenda

Research Life Cycle Resources Across Campus:
- Office of Research Advancement & Partnerships
- Office of Research Support & Operations
- Sponsored Programs Services
- Office of Research Assurances
- Office of Commercialization
- Internal Audits
Research Development Resources

Identify & Disseminate Funding Opportunities
- COS Pivot funding database & training
- Informer
- Limited submission Competitions

Large Multi-disciplinary Projects & Single Investigator Support
- RFP review, timeline assistance, meeting coordination
- Templates/models development, editing & budget support
- Serve as a point-of-contact for collaborating partners
- Help with special needs and proposal submission

Training and Outreach

Grantsmanship Training
- Grant writing seminars
- Mentored Proposal Writing Program
- Proposal writing classes

Grant Writing Resources
- Library of resources

Outreach & Collaboration Building Activities
- Workshops, seminars, focus groups and state-wide outreach activities
- Coordinate Faculty Seed grant competitions

Departmental Perspective: Encourage faculty to seek out ORAP services and training - some may not be aware

ORSO
Office of Research Support & Operations
Pre-Award
Proposal and Award Processing

Review & Authorize Proposals
- Provide guidance on RFP compliance/help with forms
- Review & submission of final proposal, budget
- Tracking & monitoring of proposal

Departmental Perspective: Teamwork at this stage is essential. ORSO coordinator is your ally. Encourage faculty to understand what ORSO brings to the table and how they help, not hinder, the process.

Process Awards, Contracts and Agreements
- Prepare & execute Standard Agreements & Contracts
- Review, negotiate & accept Contracts and Awards
- Draft various subawards, agreements & contracts
- Review and accept Material transfer, non-disclosure, no-money, data set & equipment loan agreements, negotiate as needed

Departmental Perspective: The award stage can be as deadline driven as the proposal process - always include ORSO in any correspondence when working with the awarding agency and help your faculty get into this habit as well!

Monitor and manage sponsored project activity
- Work with sponsor on change requests
- Work with SPS and sponsor on award changes
- Help with additional materials

Certify and assure university adherence to governmental policies
- U.S. Code of Federal Regulations and other federal regulations
- Uniform Guidance; OMB Circulars
- Revised Code of Washington (Title 28B)
- WSU's Faculty Manual

Advise faculty, staff & graduate students on these functions & activities

ORSO Updates

Cool Stuff
- 2,583 proposals totaling $1,014,049,491
- 1,650 awards totaling $269,559,994
- 46,824 new log items inside the MyResearch grants database

Strategic Goals & Accomplishments
- Workday implementation
- Online, web-based IRB & IACUC systems
- WSU COVID Coordinated Response
- Other OR initiatives & committees

Reporting is HUGE
- Work with Institutional Research to give them all our numbers to determine WSU's national ranking
- eREX revisions to provide Workday and more detailed reporting for PI's
Important Websites/Resources

**Frequently required information**
Grant proposals often request the following data

**ORSO contact information**
Office of Research Support and Operations
Pamela Lewis Service Building, Room 236
Pullman, WA 99164-1250
Phone: (509) 335-1680
Fax: (509) 335-1689
orso@wsu.edu

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https://orso.wsu.edu/
- RAC list, quick guide, policies, guidelines, templates, etc.
- ORSO Database
- Federal generic proposal submission sites
- informer.or.wsu.edu
- funding opportunities

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SPS
Office of Sponsored Programs Services
Post-Award
SPS’s Role As WSU Post Award Office

- Provide fiscal administration.
- Educate and train.
- Establish accounts and input budget allocations.
- Maintain data systems and project files.
- Prepare, submit & record financial reports & associated payments.
- Subcontract payments.
- Periodically notifying departments of overdrafts.
- Draw funds from federal government, prepare receipts for checks and electronic funds transfers.

Award & Sub-Contract Set-up

- Reviews Award for Key Terms and Conditions
- Creates Billing Instructions; Records Award Information for Tracking & Reporting
- Establishes Accounts in Databases; Activates Account Number

Guarantees

- Executed Award or Amendment Not Received
- Request on a Sponsored Project Activity Request Form – via Workday Create Request functionality (BPPM 40.23.10)
- SPS will remove GUAR after receiving Executed Award
Invoicing & Reporting

- Works with department to create monthly, quarterly, final invoices, financial status reports
- Monitors Sub-Recipient payments and process payment
- Track Cost Share & Reporting

*Departmental Perspective:* Get to know the analyst’s handling your accounts - teamwork here is essential to successfully managed budgets.

Review Process

- Review of expenditures for allowable, reasonable, allocable and consistent treatment
- Approves and Processes SPAR’s, Costing Allocations, Allocation Transfers, Grad Student Support Memos

*Departmental Perspective:* When in doubt consult your SPS analyst!

Closing

- Coordinate for final invoicing/reports
- Review of the requirements within Federal, Sponsor, and University Policy/Regulations
- Final Financial & Invention Reports, etc
- Closing of Accounts
- Time Extensions: Only if scope of work is unfinished, NOT because there is money left over to spend
- Clear overdrafts
- Zero Objects/De-obligations
- Close Account w/in 90 days

*Departmental Perspective:* Start Early! If accounts are managed properly - closing is a snap!
Ready to Close

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SPS Updates

- Effort Reporting – Payroll Certification via Workday
- NIH accounts will be suspended if effort isn’t certified within 30 days
- Expect delays right now while SPS is transitioning to Workday

SPS Website

- [http://sps.wsu.edu/](http://sps.wsu.edu/)
- Contact information
- Expenditure Information in various formats
Research Assurances

Office of Research Assurances

Law & Regulation Compliance
- Monitor Export Controls
- Hazardous Waste & shipping
- Use of Humans & Animals for Research
- Radiation Safety
- Environmental Health and Safety
- Conflict of Interest

Create Policies
- For research use of humans & animals

Post Award Approval Review (PAR)
- Assists with compliance

Conducts Committees
- Institutional Bio-safety Committee (IBC)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety (IBC)

For Researchers
- Resolves possible research misconduct

When might SFI/CIS apply to a faculty member?
- Engaging in intellectual property activities
  - Office of Commercialization
- Engaging in Sponsored Agreements, Subcontracts, or Facility Use Agreements, where you are an owner of a company working with WSU
- Grants from Public Health Services and Adopting Sponsor Grants (HHS-PHS)
  - Significant Financial Interest
  - Outside salary and payments for service (overlap with institutional responsibilities)
  - Consulting, working at start up company, Membership on advisory board, etc.
- Equity interest (overlap)
- Third Party Sponsored travel
- Gifts
  - A gift of greater than $50 from an outside entity is a significant financial interest;
- Family connected to activities above
OC Purpose
- Supports, nurtures, guides, sustains commercialization efforts for the University
  • Process disclosures of Inventions
  • Assists with Patents, Copyrights, Plant variety protection, Trademarks
  • Assists with protection of trade secrets and knowhow
  • Licensing and start-up company development
  • Signs Confidentiality disclosure agreement with agency/company

Audits
Purpose of Audits

- Required
- By accepting federal money, grantee agrees to comply with rules
- Grantor has an expectation for
  - Accountability
  - Proper stewardship
  - Terms carried out – results, product, service, etc.

Role of WSU Internal Audit

- Act as liaison between WSU and external auditor
- With SPS and unit, ensure information requested is provided complete and accurate to support conclusions
- Work with auditor on reporting
- Internal advisory for management on controls, policy, training
- Audits and investigations

Types of Audits

- Compliance
- Single Audit
- Program reviews
- Financial Statement
- Operational
  - Reviews
  - assessments
  - Investigations
Effects of a Negative Audit Report

- Loss of future awards
- Bad publicity
- Potential undermining of public trust and confidence in agency and government
- Personal losses

Audit reminders

- When approached by external auditor:
  - Always verify auditor’s credentials before giving information
  - Notify supervisor and SPS
  - Notify Internal Audit
- Be prepared
- Be organized
- Do it right the first time

*Departmental Perspective: Audits should be considered another tool in successful award management rather than something to be feared.*

Resources

- WSU Sponsored Programs Services
- WSU Office of Research Support & Operations
- Internal Audit – 5-5336, hlopez@wsu.edu
- OMB Circulars - http://www.whitehouse.gov/omb/circulars/
- SAO – http://www.sao.wa.gov
- Uniform Guidance - https://www.whitehouse.gov/omb/grants_docs
- Office of Research Assurances www.ora.wsu.edu
- Office of Commercialization http://commercialization.wsu.edu/Contacts/
**PROPOSAL DEVELOPMENT**

- **Generate Idea**
  - Create a one-page proposal pitch
- **Find Collaborators**
  - Seek funding for ideas
- **Begin Creating Proposal**
  - Proposal prepared w/ help from Dept RA, advisors, and team
  - Awaigned & Rout to ORSO
- **Proposal Reviewed & Budget Approved by Dept RA**
  - ORSO reviews proposal and submits it to agency
- **ORSO Approved & Routed to ORSO**
  - Proposal uploaded to eREX & submitted for electronic approval (at least 2 days prior to due date)
- **ORSO Approved & Routed to ORSO**
  - eREX Approved & Routed to ORSO
  - Proposal denied: improve idea and/or look for other funding
  - Awarded: Now the fun begins
- **AWARD!**
  - Dept RA sends executed copy of award to SPS
  - SPS sets up WSU account, manages invoices & financial reports
  - ORSO routes to Dept RA & PI for review (if needed)
- **Research Compliance Protocols Needed?**
  - Work with ORA
- **Subawards?**
  - Work with RA and ORSO
- **Subawards?**
  - ORSO reviews award for acceptance, negotiates changes as needed
  - ORSO sends executed copy of award to SPS
  - ORSO has Dan Nordquist sign award & returns it to the agency for execution (if needed)

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*ORAP available for assistance, orap.or.wsu.edu

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If you wish to have your attendance documented in your training history, please notify Human Resource Services within three days of today’s date:
hrstraining@wsu.edu

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This has been a WSU Training Videoconference