Engineering Research Administration

Proposal and Grant Support

Overview
Engineering Research Administration
Proposal Support Team

Cyndy Kelchner
Research Program Administrator
541.737.6518

Teresa Culver
Proposal Manager
541.737.6524

Robert Kokenyesi
Proposal Manager
541.737.1561

Leah Gorman
Proposal Manager
541.737.6525

Shared email address: coe.preawards@oregonstate.edu
http://red.engr.oregonstate.edu/basic-page/proposal-support
Review panel categories.
What do we do?

**Grant Cycle**

- **PI**
  - Define Research Goals
  - Find Funding Opp.
- **PI**
  - Manage Project
  - Close Out
- **Grant Accountants**
  - Grant
  - Set Up
  - Award
- **OSRAA**
  - OSU Approval
  - Submit
- **COE Proposal Managers**
  - Prepare Proposal
Why OSU Approval?

**Rationale:**
- Fiscal responsibility
- Safety
- Conduct of ethical research
- Intellectual property
Engineering Research Administration

Proposal management services:

- Internal and sponsor requirements
- Timeline
- Internal approvals (Cayuse)
- Communication with subawards, OSRAA, collaborators
- Advocate on your behalf
- **Budget**
- **Budget justification**
- Sponsor forms
- Sponsor websites (e.g. NSF FastLane)
- Single point of contact for questions
- Others – just ask!
How to Request Our Services
http://red.engr.oregonstate.edu/basic-page/proposal-support
Why is the Request for Service (RFS) important?

• Better scheduling for support
• Avoid surprises by providing all details up front
• Information to draft a budget and begin the approval process in Cayuse
• Coordinate subawards from the start
Budget Basics

Items to include:
• PI, co-PI summer salary
• GAs, undergrads, technicians
• Equipment ($5k)
• Materials and supplies
• Travel
• Publication costs
• Subawards to other institutions/collaborators

Less obvious items to include:
• Fringe benefits and tuition/fees
• Escalating costs over time
• Indirect costs (overhead, F&A)

Other sponsor requirements:
• Budget limits
• Unallowable costs
• Required travel to PI meetings
Pop Quiz: How much does it cost to fully support a PhD student for 12 months?

a) ~ $25,000
b) ~ $48,000
c) ~ $67,000
d) ~ $100,000
Pop Quiz: How much does it cost to fully support a PhD student for 12 months?

a) ~ $25,000
b) ~ $48,000
c) ~ $67,000
d) ~ $100,000

Including salary, fringe benefits, tuition, and full indirect costs (overhead), a PhD student in the College of Engineering costs $65,000 - $70,000 for 2017-18.

This goes up every year!
Budget Considerations

• Budget must align with your scope of work.
• Allowable, allocable, and reasonable expenses
• Accurate estimates
• Subaward / cost sharing / certain sponsors means additional budget documents required.
• Smaller budget does not mean easier.
Proposal Support Team Calendar

Plus 6 more not shown
Grant Submission Timeline

2 – 3 weeks

- Contact us with proposal details (RFS)
- Meet with Proposal Manager
- Review timeline, sponsor requirements
- Review draft budget and justification

1 week

- Route final budget (subaward, cost share) documents for internal approval in Cayuse
- Provide all final documents, other than the research plan
- Respond to internal review comments

1 day

- Provide final research plan document
- Give OSRAA permission to submit

Sponsor Deadline
How you can help us to help you:

• Contact us early!

• Read and follow the sponsor guidelines.

• If your proposal has moving parts (subawards, collaborators, cost share), start those **first** and include your Proposal Manager in the discussions.

• Don’t focus on the research plan and leave everything else to the end.

• Keep your Proposal Manager in the loop if things change.

• Be present until the proposal is submitted.
Engineering Research Administration
Proposal Support Team

Cyndy Kelchner
Research Program Administrator
541.737.6518

Teresa Culver
Proposal Manager
541.737.6524

Leah Gorman
Proposal Manager
541.737.6525

Robert Kokenyesi
Proposal Manager
541.737.1561

Shared email address: coe.preawards@oregonstate.edu
http://red.engr.oregonstate.edu/basic-page/proposal-support
**Business & Engineering Business Center**

**What is BEBC?**

We support the financial, accounting, and human resources activities for the Colleges of Engineering and Business.

We are dedicated to delivering customer-focus solutions while assisting academic leaders with financial management analyses, forecasting, and support developing a stable and diverse workforce.
BEBC Grant Award Management

How we can help:

Grant/Index management:
- Cost share
- Labor distributions/PARs
- Financial report/projections

OSRAA liaison
- No-Cost extensions
- Labor distributions
- Budget adjustments
- Sub-awards
- Sponsor billing questions
BEBC Grant Award Management

How we can help (continued):

**Procurement**
- BennyBuy
- PCard

**Travel**
- Conference registrations
- International travel authorization forms
- Fly America Act (federal only)
- Travel and personal reimbursements
- Policy clarification
F&A Costs (Indirect Costs) Definition

These are costs that cannot be uniquely associated with a particular project but which are nonetheless incurred by the university due to the project.

They include costs such as departmental accounting and clerical support, network support, equipment depreciation, building and facilities operation and maintenance, library, general and sponsored projects administration.

These costs are budgeted and charged as a percentage of some of the direct cost elements.
Business & Engineering Business Center
Post-Award Support Team

Dana Ainsworth
CCE – Finance Coord.
Kearney Hall 101F
541.737.4502

Matthew Berry
MIME – Grant Accountant
Rogers Hall 204
541.737.4504

Alyssa Pautsch
EECS – Grant Accountant
Kelley Engr Ctr 1154
541.737.9184

Lea Clayton
CBEE – Accountant 1
Johnson Hall 116E
541.737.2495

Tara DiSante
NSE – Accountant 2
Radiation Ctr A102
541.737.7042

Travis Clark
COE Adm/Research Clusters
Accountant 1
Covell Hall 201
541.737.2281