COE Facilities Operations & Safety Manager

Tarrigon Van Denburg
104 Covell Hall
Tarrigon.VanDenburg@oregonstate.edu
Labs & Equipment

• Environmental Health and Safety
  – ehs.oregonstate.edu
• PI, Supervisor, Lab Director
  – Personal Protective Equipment (PPE)

Students in the Department of Mechanics and Materials laboratory – Graf Hall
- Historical Images of Oregon State University
Other situations

• Between building spills
• Almost accidents and procedure review requests
• Interdisciplinary lab work
• Emergency Management – emergency.oregonstate.edu
Submitting Proposals and Managing Awards at OSU

Faculty Advancement & Development
2018/19 Workshop Series

November 2, 2018
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
What do we do?

Grant Accountants

Close Out

PI

Define Research Goals

Find Funding Opp.

PI

Manage Project

OSRAA

Award Set Up

GRANT CYCLE

Prepare Proposal

OSU Approval

PI

Submit

COE Proposal Managers
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
• Cost share
• Sponsor forms
• Sponsor websites (e.g. NSF FastLane)
• Single point of contact for questions
• Others – just ask!
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
• Cost share
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 2018-19.

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.
Cost Share

College’s process for cost share on proposals and preproposals: **come talk to us!**

- Guidance on cost share requirements and potential sources
- Help with “making the ask” to School Head, College, others when needed
- Document all cost share commitments
How to Request Our Services

http://red.engr.oregonstate.edu/basic-page/proposal-support

Proposal Support

Welcome to Engineering Research Administration

Submit a request for service

Our Proposal Managers assist faculty, postdocs, research associates and assistants, graduate students, and staff in the College of Engineering with all proposal support (preaward) functions.

- Handout listing our services and contact details
- Visit our Develop Proposal page, also linked in the sidebar

For assistance with any of the following items, please send us a Request for Services via this link, by email or by clicking the “Request for Services” button on the right.

- Budget and budget justification preparation
- Cost share requirements and documentation
- Review and inform regarding OSU and sponsor requirements
- Develop a grant submission timeline
- Initiate Cayuse 5IP and Cayuse 424 records
- Support entries in FastLane, SF 424 forms (or Cayuse 424), and other sponsor submission websites
- Act as a liaison between PI and:
  - Office of Sponsored Research and Award Administration (OSRAA)
  - External/Internal Collaborators
  - Subawardees
  - Business and Engineering Business Center (BEEBC)
  - Postaward / Grant Accountants

To make sure every request gets the full attention it deserves, please follow our deadline policies whenever possible.
Why is the Request for Service (RFS) important?

- Survey form guides you in developing a budget
- Better scheduling for support
- Avoid surprises by providing all details up front
- Coordinate subawards from the start
Typical 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 only 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.
Review panel categories.
Principal Investigator and Award Status

STEP 1: Award Intake is Sent to PI
STEP 2: OSRAA Review
STEP 3: Internal or External Documents Needed (if needed)
STEP 4: Out for Other Party Signature

STEP 5: Setup in Process
STEP 6: Setup Budget Request or IRB/IACUC approval (if needed)
STEP 7: Completed
STEP 8: Award Index Email is Sent to PI
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.
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
Covell Hall 201
541.737.9184

Lea Clayton
CBEE – Accountant 1
Johnson Hall 116E
541.737.2495

Jim Nightengale
NSE – Accountant 2
Radiation Ctr A102
541.737.6644

Alyssa Pautsch
COE Adm/Rsrch Clusters
Covell Hall 201
541.737.9184
BEBC Grant Award Management

How we can help:

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

OSRAA liaison
• Pending Index / 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
Best Strategies for Managing Budgets

- **Knowledge of financial responsibility**
  - Awareness of budget constraints
  - Time management
  - Understanding policy
  - Creating a sound budget from the start

- **Communication**
  - With BC staff and Grant accountants
  - With subordinates
Best Strategies for Managing Budgets (continued)

• Monitoring
  • Reconciling expenditures
  • Identifying errors
  • Utilizing GRS/CORE to review balances
  • System demonstration
Links for Reference

• GRS Login
  https://bfpsystems.oregonstate.edu/bfponline/

• CORE Login
  https://core.oregonstate.edu/

• Benny Buy Login
  http://fa.oregonstate.edu/eProcurement

• Benny Buy Tip Sheets
  http://fa.oregonstate.edu/eProcurement/training-library/tip-sheets

• Business Affairs Travel
  http://fa.oregonstate.edu/business-affairs/travel