

Engineering Research Administration

Proposal and Grant Support Overview

Engineering Research Administration Proposal Support Team



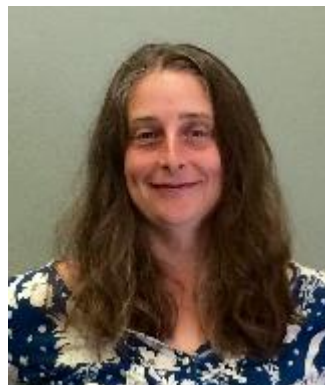
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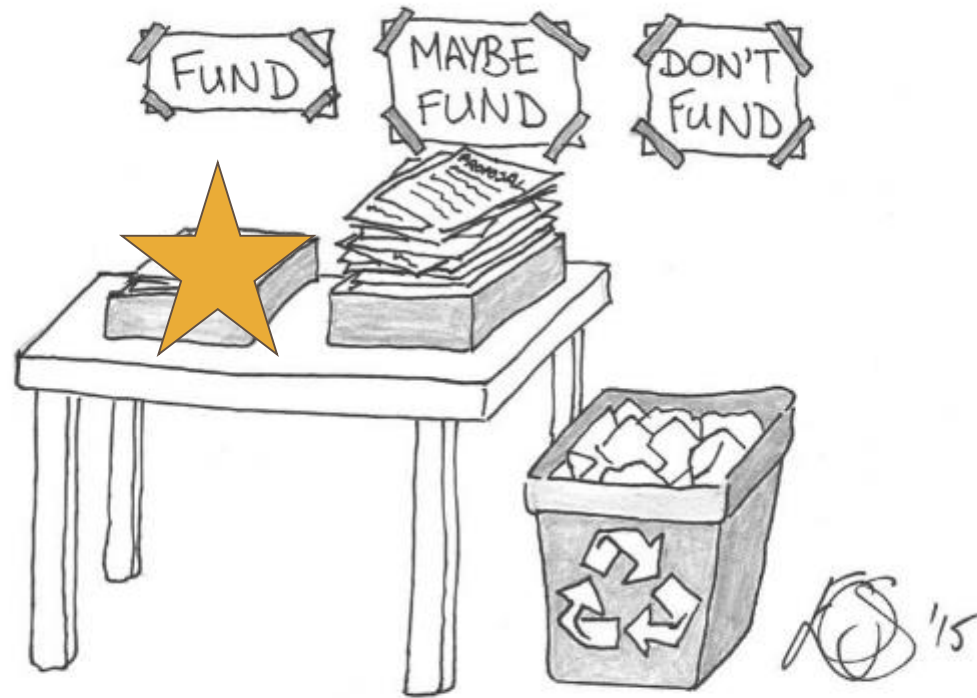


Teresa Culver
Proposal Manager
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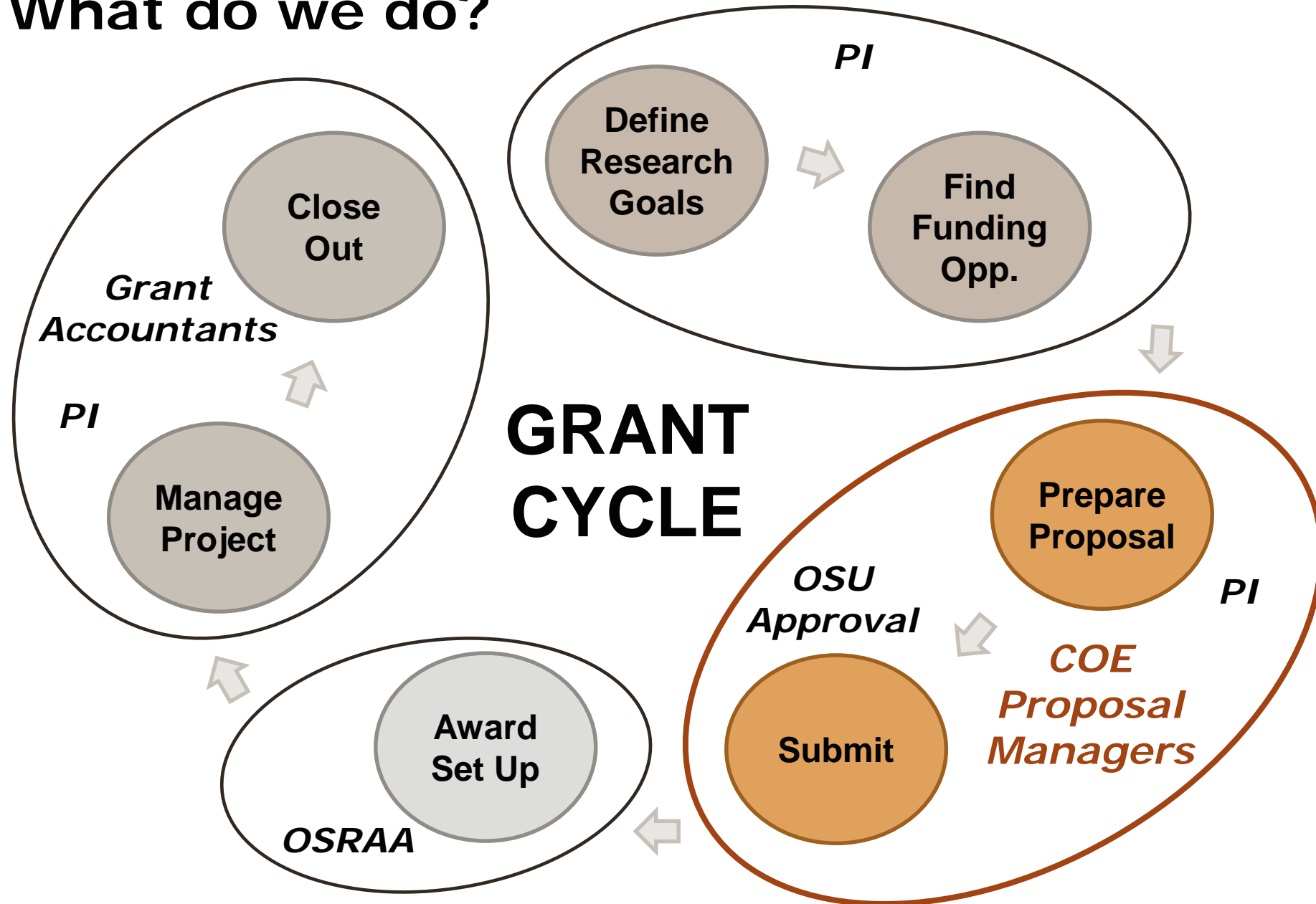
Leah Gorman
Proposal Manager
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<http://red.engr.oregonstate.edu/basic-page/proposal-support>



Review panel categories.

What do we do?



Why OSU Approval?

Rationale:

- Fiscal responsibility
- Safety
- Conduct of ethical research
- Intellectual property

Oregon State University

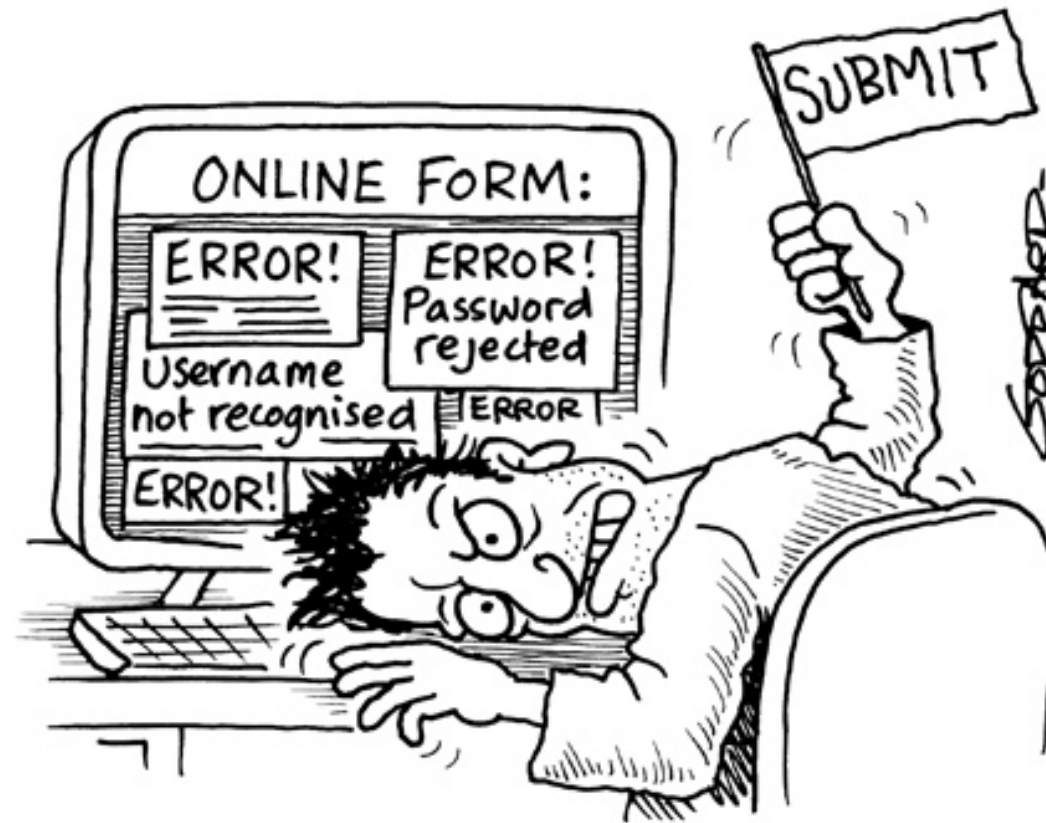
HOME MY DASHBOARD REPORTING LC

Item List 16-0621

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subawards/Subcontracts](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Outreach and Engagement](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Departments](#)
- ✓ [Submission Notes](#)

View Routing Status



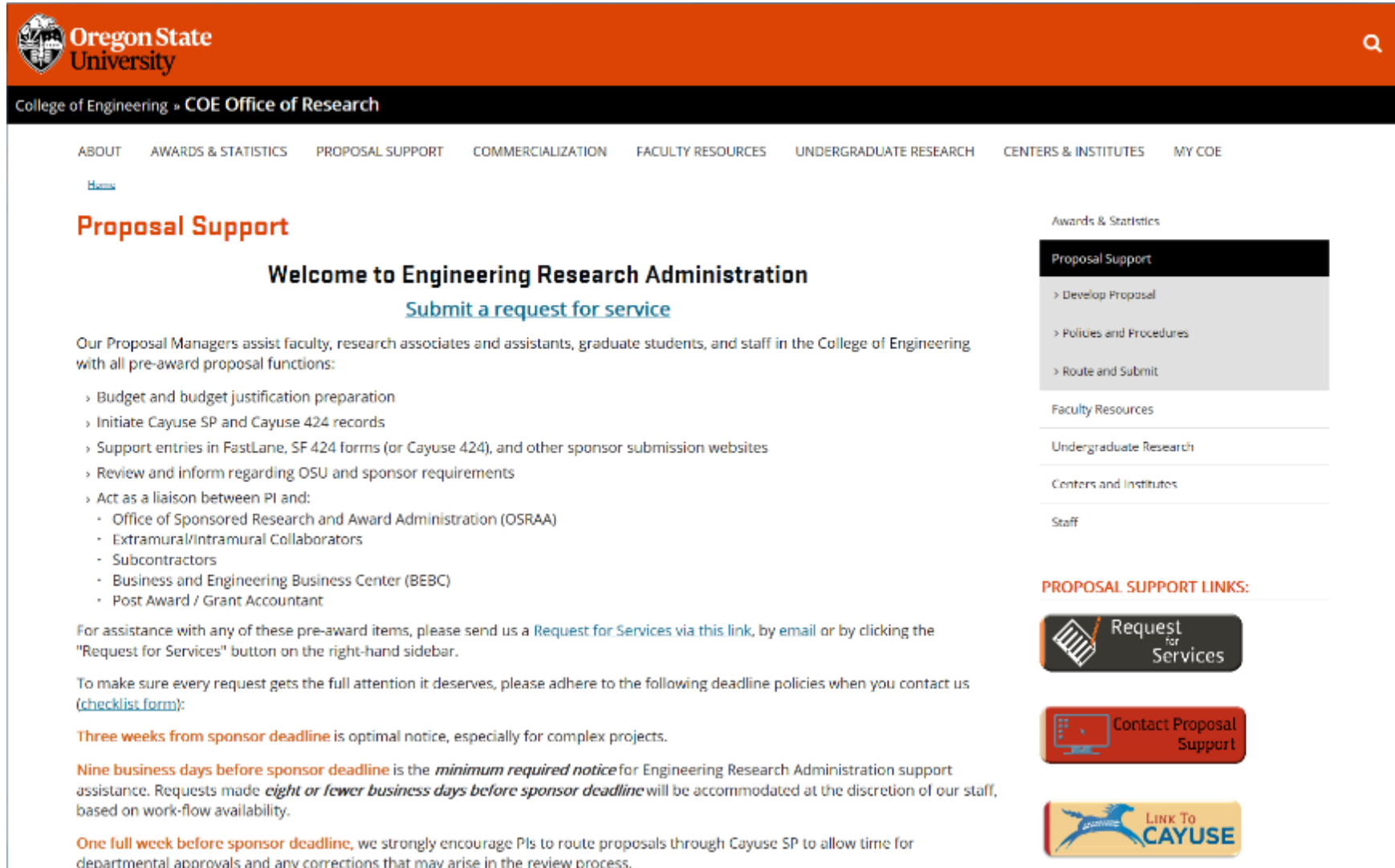
Engineering Research Administration

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>



Oregon State University

College of Engineering » COE Office of Research

ABOUT AWARDS & STATISTICS PROPOSAL SUPPORT COMMERCIALIZATION FACULTY RESOURCES UNDERGRADUATE RESEARCH CENTERS & INSTITUTES MY COE

[Home](#)

Proposal Support

Welcome to Engineering Research Administration

[Submit a request for service](#)

Our Proposal Managers assist faculty, research associates and assistants, graduate students, and staff in the College of Engineering with all pre-award proposal functions:

- › Budget and budget justification preparation
- › Initiate Cayuse SP and Cayuse 424 records
- › Support entries in FastLane, SF 424 forms (or Cayuse 424), and other sponsor submission websites
- › Review and inform regarding OSU and sponsor requirements
- › Act as a liaison between PI and:
 - Office of Sponsored Research and Award Administration (OSRAA)
 - Extramural/Intramural Collaborators
 - Subcontractors
 - Business and Engineering Business Center (BEBEC)
 - Post Award / Grant Accountant

For assistance with any of these pre-award items, please send us a [Request for Services](#) via [this link](#), by email or by clicking the "Request for Services" button on the right-hand sidebar.

To make sure every request gets the full attention it deserves, please adhere to the following deadline policies when you contact us ([checklist form](#)):

Three weeks from sponsor deadline is optimal notice, especially for complex projects.

Nine business days before sponsor deadline is the *minimum required notice* for Engineering Research Administration support assistance. Requests made *eight or fewer business days before sponsor deadline* will be accommodated at the discretion of our staff, based on work-flow availability.

One full week before sponsor deadline, we strongly encourage PIs to route proposals through Cayuse SP to allow time for departmental approvals and any corrections that may arise in the review process.

Awards & Statistics

Proposal Support

- › Develop Proposal
- › Policies and Procedures
- › Route and Submit

Faculty Resources

Undergraduate Research

Centers and Institutes

Staff

PROPOSAL SUPPORT LINKS:

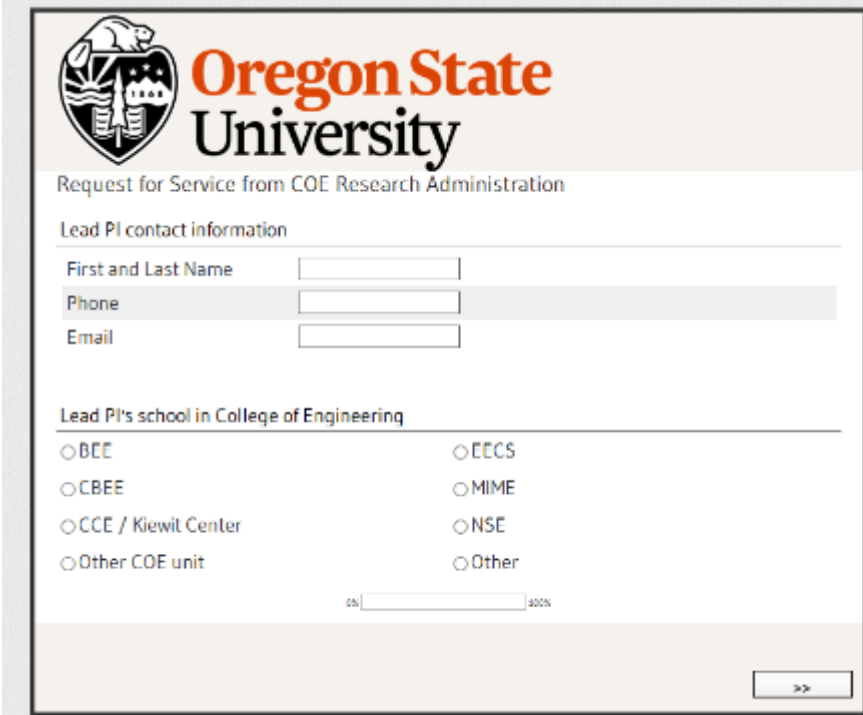
[Request for Services](#)

[Contact Proposal Support](#)

[Link To CAYUSE](#)

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



The screenshot shows a web form titled "Request for Service from COE Research Administration" at Oregon State University. The form is divided into two main sections: "Lead PI contact information" and "Lead PI's school in College of Engineering".

Lead PI contact information

First and Last Name

Phone

Email

Lead PI's school in College of Engineering

BEE EECS

CBEE MIME

CCE / Kiewit Center NSE

Other COE unit Other

os/ /soos

>>

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
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- 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

September 2017 Corvallis, Oregon Today 66°F/46°F Tomorrow 66°F/48°F Sunday 70°F/51°F Search Calendar (Ctrl+E)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 27	28	29 Liu NSF ENH; COE Preawards	30 5 TC CHEN, Jiyao (COB) 18-0311 NSF LIMITED SUBMISSION; COE Preawards Bailey NSF ITEST 18-0252; COE Preawards	31 5 LG Bobba 18-0268 Intel 5 LG Kim 18-0282 Intel 5 TC TURKAN, Yelda (18-0260) PacTrans 6 TC HOLLINGER, Geoff... 8:00am Bailey NSF ABI (...)	Sep 1 5 TC YIM, Solomon (18-0294) NSF; COE Preawards	2
3	4	5 5 CK Paul 18-0270 Tenneco 5 RK Bailey/Parham-Mocello 18-0252 NSF 6 TC CAMPBELL, Matthew (18-0339) DARPA; COE Preawards	6	7 RK MacCarty 18-0123 RAI	8 18-0306 Niemeyer NSF ... 18-0324 Campbell NSF ... 18-0344 Xu (RK) ONR YL... 18-0349 DuPont ONR Y... 5 LG Bailey 18-0302 NSF 5 LG Fu, X 18-0370 Son...	9
10	11 5 LG Babbar-Sebens 18-0395 BARD 5 RK Hernandez 18-0322 ITD 5 TC CHEN, Jiyao (COB) 18-0311 NSF; COE Prea... 6 TC CAMPBELL, Matth...	12 18-0355 (RK) Bay Adidas 5 TC HUANG, Lian (18-0... 5 TC HUANG, Liang (18... 5 TC SIMON, Cory (18-0... 5 TC/CK PAUL, Brian (18... 6 TC AUYEUNG, Nichol...	13 5 RK Liu, J 18-0218 NSF ENH	14	15 5 LG Fu, X 18-0370 Sony 5 LG Niemeyer 18-0306 .. 5 RK Campbell 18-0324... 5 TC GRIMM, Cindy (18... 5 TC GRIMM, Cindy (18... 5 TC HUANG, Liang (18...	16
17	18 5 CK Paul 18-0441/0442... 5 LG Higgins,A 18-0459... 6 TC AUYEUNG, Nichol... 6 TC AUYEUNG, Nichol... 6 TC JOVANOVIC, Gora... 6 TC JOVANOVIC, Gora...	19 5 CK Paul 18-0270 Tenneco 8:00am Celebrate Excellence Breakfast (Reser Stadium Club Level) 10:00am NSF ERA forum	20 5 LG Bothwell 18-0364 NSF; COE Preawards Brown NSF RFE 18-0355 due to OSRAA; COE Preawards	21 5 TC CHEN, Lizhong (18-0480) NSF; COE Preawards 5 TC SARMA, Anita (18-0247) NSF CISE CCF SHF Program; COE Pre... 6 RK DuPont 18-0349 ONR YIP	22 5 LG Demirel 18-0347 NSF 5 LG Hoyle 18-0315 NSF ESD 5 LG Mathews 18-0375 .. 6 RK Xu 18-0344 ONR YIP 6 TC JANG, Yeongjin (1...	23
24	25 5 LG Higgins,A 18-0459 GRU/NIH 5 RK Conley 18-0455 SRC nCORE 6 TC RAICH, Raviv (18-0490) DARPA; COE Preawards	26 5 RK Zhang,E 18-0477 NSF CCF	27 5 LG Bothwell 18-0364 .. 5 LG Fu, X 18-0419 NSF... 5 RK Brown 18-0435 N... 5 TC CHEN, Lizhong (18... 5 TC SARMA, Anita (18... 11:00am SRAI webinar:...	28	29 5 TC GESS, Joshua (18-0509) Google; COE ... 5 TC/CK PAUL, Brian (18-0295) RAPID STARS 6 TC JANG, Yeongjin (18-0494) DARPA; COE ... 6 TC RAICH, Raviv (18-0...	30

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



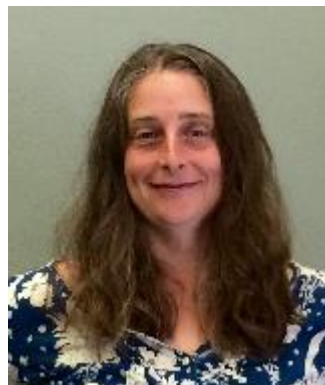
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Business & Engineering Business Center

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



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