



Office of Sponsored Projects Administration

The mission of the Office of Sponsored Projects Administration is to support investigators in the search for suitable funding sources for sponsored projects and to assist in the development and submission of proposals which will be successfully funded. Post-award, SPA provides comprehensive non-financial management of awards received by the University of South Alabama from award receipt through closure.

*FUNDING OPPORTUNITIES
PROPOSAL
ROUTING/PROCESSING AND
GRANT SUBMISSION TIMELINE*

STEVE CROFT, CRA
ASSOCIATE DIRECTOR
SPONSORED PROJECTS ADMINISTRATION

RESEARCH OVERVIEW
NOVEMBER 13, 2014

Finding Funding

USA subscribes to the **Grant Forward** search engine:

www.grantforward.com/index

- ▣ Log in to create an account
- ▣ Make sure you affiliate yourself with the University of South Alabama

Proposal Routing and Processing

Proposal Routing Overview

- ❑ The **University Transmittal Form** is **THE key document** for obtaining institutional approval to submit a proposal.
- ❑ The Transmittal form (signed through the college-level) should be submitted to Sponsored Projects Administration (SPA) or the Office of Health Systems Grants Administration and Development (HSGAD) at least five working days prior to the proposal deadline date.
- ❑ All proposals, whether paper or electronic submission, must be routed through the university approval process via the University Transmittal Form.

Transmittal Form

SPA Log # <hr/> <i>SPA Use Only</i>	UNIVERSITY OF SOUTH ALABAMA <i>TRANSMITTAL FORM</i> <i>USA Research – Enhancing the present and inventing our tomorrow</i>	Deadline Date <hr/> Receipt Postmark
PROPOSAL DATA		

TITLE: _____

PROPOSAL ABSTRACT: _____

PROPOSAL TYPE: <u>New</u>	PROJECT TYPE: <u>Research</u>	AGREEMENT TYPE: <u>Grant</u>		
INVESTIGATOR DATA				
NAME	COLLEGE	DEPARTMENT	UNIT/CENTER	PHONE

PI _____
 PI _____
 PI _____
 PI _____
 PI _____

AGENCY DATA

AGENCY ABBRV/NAME _____

PROGRAM NAME _____

FUNDING SOURCE: <u>Federal</u>	CFDA: _____	ENTIRE PROJECT PERIOD: FROM _____ TO _____	CURRENT BUDGET PERIOD: FROM _____ TO _____
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BUDGET DATA

CURRENT BUDGET PERIOD:	ENTIRE PROJECT PERIOD:	COST SHARING ITEM	AMOUNT	BANNER ACCOUNT #
DIRECT \$ _____	DIRECT \$ _____			
F&A \$ _____	F&A \$ _____			
TOTAL \$ _____	TOTAL \$ _____			

F&A RATE: Select F&A Rate

IF OTHER, LIST RATE DOCUMENTATION ATTACHED DOCUMENTATION ATTACHED TOTAL:

COMPLIANCE REVIEWS

COMPLIANCE TYPE	IF ANY OF THE FOLLOWING ARE USED IN YOUR RESEARCH, PLEASE CHECK THE APPROPRIATE BOX.		
	YES	PROTOCOL #	JIT
ANIMAL USE	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
BIOLOGICAL MATERIALS	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
EMBRYONIC STEM CELLS	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
HUMAN SUBJECTS	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
RADIATION SAFETY	<input type="checkbox"/>		
SAFETY & ENVIRONMENTAL	<input type="checkbox"/>		
SELECT AGENTS or TOXINS	<input type="checkbox"/>	<input type="text"/>	

EXPORT CONTROLS

Yes	No	Please contact Research Compliance, should you have any questions on Export Controls.
<input type="radio"/>	<input type="radio"/>	Will any equipment be exported by the University in the course of this project?
<input type="radio"/>	<input type="radio"/>	Will this project require any export controlled information to be received on campus?
<input type="radio"/>	<input type="radio"/>	Will this project likely involve any foreign nationals?

INVESTIGATOR DISCLOSURES AND CERTIFICATIONS

Yes	No	Principal and co-investigators certify that the information submitted in this application is true, complete, and accurate to the best of their knowledge. The PI agrees to accept responsibility for the scientific conduct of the project and reporting requirements.
<input type="radio"/>	<input type="radio"/>	The facilities/space and other University resources necessary to complete the proposed project will be available to the project. Documentation attached <input type="checkbox"/>

INTERDISCIPLINARY INCENTIVE PLAN

I elect to have any Interdisciplinary Incentive benefit to which I may be entitled for this proposal, directed:

Yes	N/A	Included in the PI(s)' paycheck as a one-time payment.
<input type="radio"/>	<input type="radio"/>	Forwarded to the Dean's office and further allocated for the PI(s)' use.

FINANCIAL CONFLICT OF INTEREST CERTIFICATION

Yes	No	Principal Investigator certifies an annual Conflict of Interest disclosure form has been filed and has been updated, if applicable. Do you or your family* have any financial interests that could reasonably impact the proposed research or educational activity?
<input type="radio"/>	<input type="radio"/>	Do you or your family* have financial interest in any entity whose financial interest could reasonably impact the proposed research or educational activity? *Family is defined as spouse, child, grandchild, parent, grandparent, sibling, niece, nephew, aunt, uncle, cousin, in-laws, and step relations in those capacities, as well as any person living in the household of the Employee.

PHS FCOI

Yes No _____

If No, >>> Is this a submission to a Public Health Service (PHS) agency or PHS FCOI compliant agency? See attached list.

skip A. & B. A. If a PHS Continuation, check No and no form is required. If PHS New, Renewal, Revision, check Yes and attach the Financial Conflict of Interest Certification Form completed by PI prior to proposal submission.

B1. & B2. B. Is there a subawardee(s) contained in the above submission to a PHS agency or PHS FCOI compliant agency? See attached list. If so, please enter the name(s) of the subrecipient organization(s):

B1. Please list below the subrecipient organization(s) named above that are on the Federal Demonstration Partnership PHS FCOI compliant list. A FCOI Subrecipient Commitment & Disclosure Form is NOT needed.

B2. Please list below the subrecipient organization(s) NOT on the Federal Demonstration Partnership PHS FCOI compliant list. A FCOI Subrecipient Commitment & Disclosure Form MUST be completed by subrecipient and attached prior to proposal submission.

APPROVALS

PRINCIPAL INVESTIGATOR	DATE	PI / COPI	DATE
PI / COPI	DATE	PI / COPI	DATE
PI / COPI	DATE	COLLEGE DEAN	DATE
DEPARTMENT CHAIR	DATE	COLLEGE DEAN	DATE
DEPARTMENT CHAIR	DATE	COLLEGE DEAN	DATE
DEPARTMENT CHAIR	DATE	Office of Sponsored Projects Administration	DATE
DEPARTMENT CHAIR	DATE	Authorized Organizational Representative	DATE

Please process to SPA five (5) working days prior to deadline

Final destination for Forms

- ▣ Sponsored Projects Administration
 - Arts & Sciences
 - Engineering and Computing
 - Education
 - Business
 - Continuing Education and Special Programs
 - USA Hospitals and Clinics
 - All other non-Health Sciences Units

Final destination for forms

- ▣ Health Systems Grants Administration and Development
 - Medicine
 - Nursing
 - Allied Health Professions
 - Mitchell Cancer Institute
 - All other Health Sciences Division Units

Approval Levels

- ▣ Principal Investigator and Co-PIs
- ▣ Department Chairs for PI, Co-PIs and other Faculty appearing on the budget
- ▣ College Deans for the PI and all others above
- ▣ Review and endorsement by Sponsored Projects Administration
- ▣ **Final Approval** for any submission rests with the Vice President for Research and Economic Development

Assistance with Proposals

- ▣ On the Academic Side
 - Grants Administrators are assigned at the College level to assist faculty in proposal preparation.
- ▣ On the Health Sciences Side
 - College of Medicine has Grants Administrators assigned at the Department Level
 - There are Grants Administrators assigned to Mitchell Cancer Institute, Nursing and Allied Health

Other approval issues

- ▣ Human Subjects
- ▣ Animal Use
- ▣ Safety and Environmental issues
- ▣ Export Control issues
- ▣ Select Agents or Toxins or Radiation Safety issues

USA has offices to assist you with these issues:

<http://www.southalabama.edu/researchcompliance/index.html>

Submission Timeline

Electronic Submission, Mailing and Final Copies

- For electronic submissions to systems such as NSF Fastlane or Grants.gov, *SPA* or *HSGAD* will make the submission directly to the agency's portal.
- For electronic submissions that can be sent by the PI, the PI is responsible for actual submission to the agency, but only after final institutional approval via the University Transmittal Form.
- For a paper submission, the PI is responsible for final submission.

Don't wait until the last minute!

- ▣ Contact your Grants Administrator early in the process for assistance in preparing your proposal.
- ▣ Allow SPA and HSGAD sufficient time to review final proposals, especially for electronic submissions.
- ▣ Insufficient time for review heightens the risk that a proposal will contain fatal errors and that the entire electronic submission process could derail!

Issues for you to think about:

- ▣ Any awards being transferred to USA from your prior institution?
- ▣ Any pending proposals submitted by your prior institution that may result in an award?
- ▣ Do you need NSF Fastlane, NIH Commons or other user accounts transferred to USA or have new accounts set up at USA?
- ▣ Have you completed your Annual Conflict-of-Interest disclosure form and have it on file with your Chair?