GRANT SUBMISSIONS AT THE “NEW” RUTGERS --aka RBHS

September 9, 2013

Margaret W. Sullivan, RBHS-SN Associate Dean of Research
Letitia Dean, Assistant Director, RBHS-Office of Research and Sponsored Programs (ORSP)
Bertha Hammond, Contract/Grant Specialist, RBHS-ORSP
ORSP PRE-AWARD DIVISION

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<th>School/Institute Contact</th>
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ORSP PRE-AWARD DIVISION RESPONSIBILITIES

- Providing pre-award advice to faculty and departments
- Assisting with budget development aspects for proposal development
- Conducting negotiations for a wide variety of grant/contract-related agreements
- Providing guidance to researchers navigating the various Rutgers departments that support research
ORSP PRE-AWARD DIVISION RESPONSIBILITIES, CONT’D.

- Ensuring that the proposal/application conforms to both the University’s policies and procedures as well as the Sponsor’s specific proposal requirements
- Formal submission the proposal to the sponsor either through multiple electronic and hardcopy means, i.e. NSF Fastlane; Grants.gov; email submission
ORSP PRE-AWARD DIVISION RESPONSIBILITIES, CONT’D.

- Issuance of subcontract/subaward(s)
- Submission of NIH Just in Time (JIT) information
- Submission No-Cost Extension Requests to federal, state, municipal and Not-for-Profit entities
ORSP PRE-AWARD DIVISION
RESPONSIBILITIES, CONT’D.

- Submission requests for Carry-Forward and/or Carry-Over of Unobligated Funds (in collaboration with DGCA)
- Submits Requests for Transfer/Change of Principal Investigator or Award (in collaboration with DGCA)
- Monitors for Compliance
POST-AWARD--DIVISION OF GRANTS & CONTRACTS (DGCA)

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DGCA DIVISION POST- AWARD RESPONSIBILITIES

- Assignment of index/fund source
- Management of the award through its lifecycle
- Oversight of award closeout process
- Other post-award administration support services
WELCOME TO NEW FORMS

1. Endorsement Form
2. Financial Disclosure/Conflict of Interest
3. Budget Templates
4. Additional Forms are required for contract and subawards (Will not be reviewed today)
THE ENDORSEMENT FORM
(REPLACES GAFA)

• An internal, detailed, binding document between the department and ORSP: http://orsp.rutgers.edu/index.php?q=content/endorsement-form
• Outlines all applicable proposal information.
• Provides information for reporting requests from Departments, Schools, the President’s Office and/or the Governor’s Office.
• Requires execution from the Principal Investigator (PI), Director, Chair, and Dean before submission to ORSP for review/final execution

TAKE NOTE:
☐ A completed, fully executed Endorsement Form is required 5 days prior to the submission deadline of any proposal for sponsored funding.
☐ For proposals including Clinical Trials, a completed/fully executed Endorsement Form is required 10 days prior to the submission deadline of any proposal for sponsored funding.
DISCLOSURE/ CONFLICT OF INTEREST FORMS

Same as currently in use, but with RU Logo. Found at SN Office of Research Website. Click on Disclosure Form link to download.  

http://sn.rutgers.edu/research/files/FinancialDisclosureForm.PDF

NOTE: Rutgers requires that all personnel listed within the grant MUST also sign the Financial Disclosure Form. Dean must review these.
Go to template forms at:
http://orsp.rutgers.edu/index.php?q=content/budget-template
Select option 2: LUMDNJ for Legacy UMDNJ. This will have our correct F&A (indirect cost) information.
Forms will do calculating for you!
FACULTY ROLES & RESPONSIBILITIES

- File intent to submit grant with ORSP Grant Specialist with copy to Associate Dean of Research
- Carefully read (and re-read RFA) to determine all sponsor-required elements*
- Using the Legacy UMDNJ Budget Template, complete the budget*
- Work with Associate Dean of Research to schedule Scientific Review Panel.

*ORSP Grants Specialist will assist
FACULTY ROLES & RESPONSIBILITIES, CONT'D

• Maintain contact with ORSP for info and questions
• Write the grant, following all sponsor guidelines
• Complete all electronic application forms required by the RFA sponsor
• Submit Draft to ORSP 10 days prior to submission for pre-review and budget approval
FACULTY ROLES & RESPONSIBILITIES, CONT’D

- Complete ENDORSEMENT FORM & FINANCIAL DISCLOSURE.
- Obtain all signatures (SN Dean if PI is a Department Chair; SN Chair; PD/PI; Associate Dean of Research

Submit the complete grant application to ORSP 5 days prior to submission (Clinical trials require 10 days). **No exceptions.**
• Help faculty plan funding strategies, external and internal.
• RFA download, if needed.
• Review of Disclosure and initiation of COI review, if needed.
• Develop a timeline to help PI meet internal deadlines for SPR and ORSP. (SPR process posted on SN’s Research Office website).
• Co-ordinate writing assignments on collaborative, MPI or subcontract proposals
• Supply Institutional boilerplate and help with collection of supporting documents.
• Assistance with the budget justification
• Proposal editing
• Grant triage.
QUESTIONS?