Which Office should I contact and when?

- DSP is the midwife of your proposal. We help you make it compliant and submit it. Once a sponsor agrees to fund it, your proposal becomes an award. We negotiated your award agreement and approve budget for release.

- C&G is its nanny. C&G releases the approved budget and oversees financial aspects of your award for the duration of its life.

What is DSP and what do we do?

- Division of Sponsored Programs: Review all proposals and agreements related to externally funded sponsored programs. Collect and review all sponsored programs data and approve budgets for release.
What does a DSP Proposal Review entail?

When time allows DSP will:

• Review all components of the proposal for compliance with UF and Sponsor regulations and consistency. (Budget and budget justification are the most critical pieces of a DSP review.)
• Provide feedback on how to bring the proposal into compliance.
• Review all proposal data entered in UFIRST for consistency and clarity.
• Institutionally-approve and submit proposals.

DSP can help you get from here:

To here:
Pro Tip!

- As soon as you know you plan to apply for something reach out to your departmental grants administrator. They will be a very helpful resource. The greater lead time you provide, the better they (and DSP) will be able to assist you.

FAQs in Proposal Development & Submission

- Can UF apply for this program?
- What IDC rate applies?
- What is cost share?
- Can I issue a subaward to a foreign entity?
- Who will submit to the sponsor?

Can UF Apply?

- UF can apply to a program announcement if it is seeking applications from Universities, publicly controlled institutes of higher education, state entities, or 1863 Land Grant Institutions.
Can UF Apply?

- UF is 170(c) Non-profit organization.
- UF is not a 501(c)3 non-profit, but we may be eligible through the UF Foundation to apply to calls targeted at 501(c)3 organizations. Proposals needing submission through the Foundation require special approval and coordination.

What IDC rate applies?

- Indirect cost rate determinations are made based upon three criteria:
  - What type of work is taking place? (Research, Extension, Teaching, Other sponsored activity?)
  - Where is the analysis taking place? (UF owned facility or not?)
  - Who is the sponsor? (Federal, State, Industry?)

http://research.ufl.edu/faculty-and-staff/proposal-development/submission/budgeting-information/fa-rates-idc.html
Indirect Cost Rates

- As a non-profit organization we have the ability to accept lower IDC rates from government and other non-profit sponsors without endangering our non-profit status.
- We are not able to reduce IDC rates for industry/for-profit sponsors.

What is cost share?

- Cost share is any cost required to complete the project for which the sponsor is not paying.
- This can be a mandatory as required by the RFP. Or it can be any amount quantified in the proposal for which we are not seeking reimbursement. We must then track and report those expenses to the sponsor as “voluntary cost share.”

Foreign Subcontracts

- UF will issue subcontracts/subawards to foreign entities that have the ability to properly manage grant funds.
- Some countries we cannot issue subawards to and we must use an in-country employment agency. These funds are budgeted for as “Other Direct Costs”.

Adrienne Aviles

Feb 3, 2017
Who will submit to the sponsor?

• When submitting to a Federal grant using Grants.gov, DSP holds the one account on campus.
• Other sponsors may have their own electronic systems that will require creation of a central or individual account. Call DSP to ask if we have an account if you are unsure.

How does a proposal get to DSP?

• A proposal must be routed to DSP using our institutional management system, UFIRST. 
  – Grants.research.ufl.edu
• In UFIRST all budget and personnel data, proposal documents, and approvals are captured.
• DSP then receives and reviews your proposal in UFIRST.
Approvals, sure- but why?

- PI Certification: This is a pre-submission requirement dictated by Federal regulations. This cannot be delegated to another person. Essentially, they must swear that they are not falsifying or stealing information that is used in each proposal.

- Department Approval: Department approvers want to know what their faculty effort commitments are, what the faculty are working on, what resources will be used, and who the faculty are working with. Some sponsors are known to be “bad payers” and a department chair may not want a faculty member to work with these sponsors.

- College Approval: College approvers generally have the same concerns as Departmental approvers. They are also heavily invested in IDC recovery and the obligations a proposal contains.

- DSP Institutional Approval: Once a proposal is institutionally approved and submitted this is a legal offer, and the first step in what constitutes a legal “agreement.”

Pro Tip!

- Research.ufl.edu is your friend!
- “The Researcher’s Handbook published and maintained by DSP contains the policies, procedures and general information for conducting research at the University of Florida.”
  - http://research.ufl.edu/research/handbook.html
- Proposal Preparation and Submission:
  - http://research.ufl.edu/faculty-and-staff/proposal-development-submission.html

- Once a proposal has been submitted, it will be reviewed by the agency. Depending on the agency, review times can vary. Refer to the RFA (Request for Applications) for an anticipated time line.
I have an award. Now what?

- Congratulations!
- Now that a sponsor indicated their intent to fund your project they must issue UF an agreement (or contract) to formalize the terms and conditions and transmit the funds.
- DSP is responsible for the review, negotiation, and execution of all agreements related to sponsored programs.

What does a DSP Agreement Review entail?

An agreement review is multifaceted. The primary goal is to protect the PI and the University.

- Dollars, dates, liability, intellectual property, reporting and invoicing requirements, and much more.
- Compliance Review- Export control, human and animal subjects, etc.

Other agreements handled by DSP

- Research MOU’s & Collaborative Agreements
- Non-disclosure or Confidentiality Agreements
- Data Use Agreements
- Master Agreements
- Software Licensing Agreements
Pro-Tip!

- Do not sign anything!
- UF representatives with Power of Attorney will sign all agreements on behalf of the faculty members.
- UF will accept responsibility to litigate in the event of any problems relating to your project.
- So don’t sign anything unless you want to assume all liability!

How do I send my agreement to DSP?

- Route all agreements (financial and non-financial) through UFIRST.
- Training sessions on UFIRST are available through the HR Training website; mytraining.hr.ufl.edu
  - RSH280: Proposals and Agreements

Who at DSP will review my agreement?

DSP has 4 teams that negotiate agreements based upon areas of expertise.
1) “Unit” Teams- All Federal grants, Contracts from state governments, other educational institutions, and non-profit organizations
2) Contracts Team- All Federal contracts. All foreign and industry sponsored agreements.
3) College of Medicine-Clinical Trials
4) Jacksonville- All agreements related to the Jacksonville campus

What is the difference between a grant and contract?

- A GRANT- Is a funding mechanism used to provide assistance to a researcher in building upon science’s body of knowledge. (Altruistic)
- A CONTRACT- Is a mechanism for purchasing goods and services. (Self-interested)
- Different terms and conditions apply depending upon what type of mechanism is funding your project. Work with DSP and to ensure you can comply with them before the agreement is finalized.

How will I know if I have a contract or a grant?

It may not always be clear if you are submitting to a GRANT solicitation or a CONTRACT solicitation. But there are some indicators:
- Is there a CFDA (Catalog of Federal Domestic Assistance) number in your RFA? You have a grant!
- Is the budget required to be split by task or aim? You likely have a contract!
Activity Time

Questions?

Contact Information
Division of Sponsored Programs
352-392-5991
General proposal questions: ufirefoxproposals@ufl.edu
Questions regarding existing projects: ufirefoxawards@ufl.edu
UFIRST-specific questions: ufirefoxirst@research.ufl.edu