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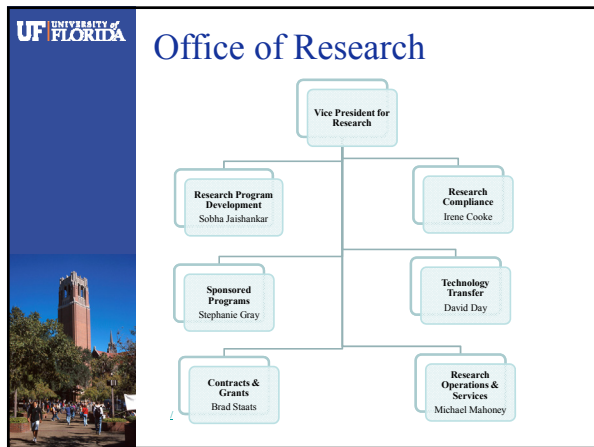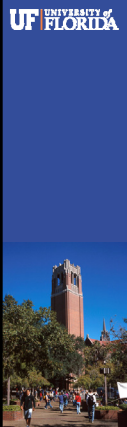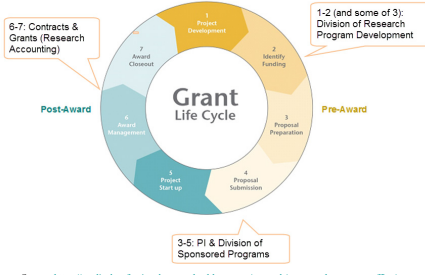## Research Administration & the Division of Sponsored Programs

Adrienne Aviles
IFAS and Engineering Team Lead
Division of Sponsored Programs
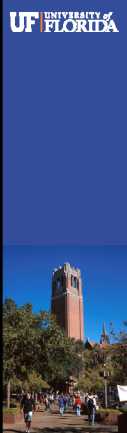deltafgn@ufl.edu – 352-392-3926

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Office of Research

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Which Office should I contact and when?

6-7: Contracts & Grants (Research Accounting)

1-2 (and some of 3): Division of Research Program Development

Post-Award

Pre-Award

Grant Life Cycle

3-5: PI & Division of Sponsored Programs

Source: https://medicalprofessionals.aurorahealthcare.org/research/sponsored-programs-office/

- <u>DSP is the midwife</u> 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.

- <u>C&G is it's nanny.</u> C&G releases the approved budget and oversees financial aspects of your award for the duration of it's life.
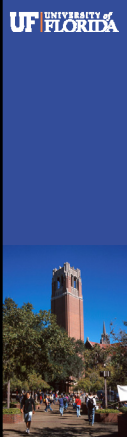

What is DSP and what do we do?

- <u>Division of Sponsored Programs:</u>
  Review all proposals and agreements related to externally funded sponsored programs
  Collect and review all sponsored programs data and approve budgets for release

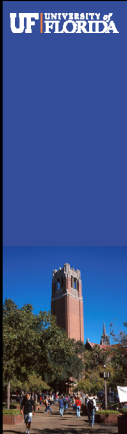## What does a DSP Proposal Review entail?

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.
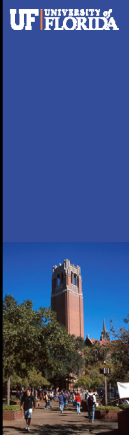
DSP can help you get from here:
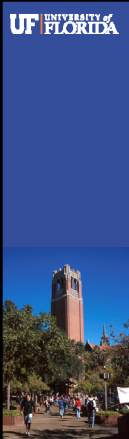
To here:

Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
Personnel:	$144,723	$149,064	$153,537	$447,324
Salaries:	$127,258	$131,075	$135,008	$393,341
Fringe:	$17,465	$17,989	$18,529	$53,983
General:	$126,608	$82,873	$93,767	$303,248
Equipment	$13,500	$0	$0	$13,500
Travel – Domestic	$9,100	$11,000	$14,800	$34,900
Travel – Foreign	$0	$0	$3,000	$3,000
Participant Support	$0	$0	$0	$0
Material and Supplies	$92,700	$60,000	$59,500	$212,200
Publication Costs	$0	$0	$4,000	$4,000
Consultant Services	$0	$0	$0	$0
Computer Services	$0	$0	$0	$0
Rental/User Fees – Equipment or Facility	$0	$0	$0	$0
Alterations and Renovations	$0	$0	$0	$0
Other				
Tuition	$11,308	$11,873	$12,467	$35,648
Animal	$0	$0	$0	$0
Patient Care	$0	$0	$0	$0
Human Subject Payment	$0	$0	$0	$0
Scholarships and Fellowships	$0	$0	$0	$0
Other	$0	$0	$0	$0
Trainee:	**$0**	**$0**	**$0**	**$0**
Subaward:	**$0**	**$0**	**$0**	**$0**
Subaward Direct:	$0	$0	$0	$0
Subaward Indirect:	$0	$0	$0	$0
Total Direct less Subaward Indirect:	$271,331	$231,937	$247,304	$750,572
Total Direct:	$271,331	$231,937	$247,304	$750,572
Total Indirect:	$112,783	$99,349	$106,003	$318,135
Project Total:	$384,114	$331,286	$353,307	$1,068,707

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?
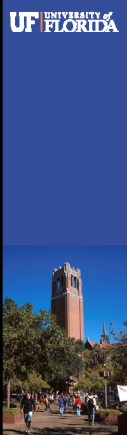- Who will submit to the sponsor?

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.
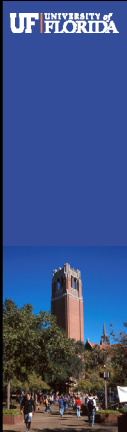
Can UF Apply?

- 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?)
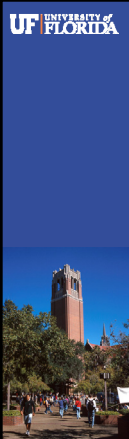 – Who is the sponsor? (Federal, State, Industry?)

Sponsor	Type of Project Activity/Contract	Rate On-campus	Rate Off-campus	Base
All sponsors not listed below	Research	52.5%		MTDC
	IFAS AREC[1] – Research activities	34.1%		MTDC
	Other Sponsored Activity[2]	32.6%	26%	MTDC
	Instruction	47.5%		MTDC
Department of Defense Contracts	Research Contract or Subcontract	54.5%	26%	MTDC
Florida State Agencies[4]	If from State Funds	10%		TDC
	If Federal Flow-through with Fixed Price Award,	10%		TDC
	If Federal Flow-through with Cost Reimbursement Award	25%		TDC
State of Florida Water Management Districts – District Funds only	All Activities	25%		TDC
Domestic Gov't Entities located outside Florida	All Activities	25%		TDC
Non-Profit Growers & Producers, and the Associations and Foundations that support them	All Activities	12%		TDC
Industry	Clinical Trials involving Human Subjects[5]	28%		TDC
	Non-Clinical Trial Activities		Applicable Federal Rate	MTDC
IFAS Faculty Service Projects: Non-Federal Funds only	All Activities	15%		TDC
Miscellaneous Donations	All Activities	0%		TDC

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.

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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."

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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".

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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.

Approval Process

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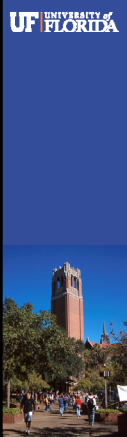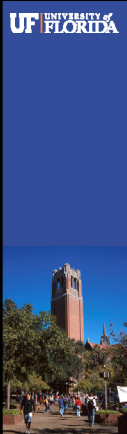
- PI Certification: This is a pre-submission requirement dictated by Federal regulations. This cannot be delegated to another person. Essentially, they must swear that they are not falsifying or stealing information that is used in each proposal.

- Department Approval: Department approvers want to know what their faculty efforts 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

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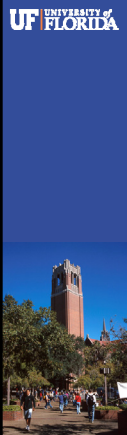
An agreement review is multifaceted. The primary goal is to protect the PI and the University.

- 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

Complete list here: http://research.ufl.edu/faculty-and-staff/award-management/award-negotiation-and-acceptance.html

Division of Sponsored Programs

Stephanie Gray
Assistant Vice President

Barry Forrest
Exec Assistant

Brian Prindle
Assoc Director

Lisa Stroud
Asst Director
Research Analytics

Anthe Hoffman
Asst Director
COM-Gainesville
Clinical Trials

Tina Bottini
Asst Director
COM-Jacksonville

Adrienne Aviles
IFAS & Engineering

Dee Dee Teel
HSC[1]

Selenia Rubio
Campus & Admin

ENGINEERING
Robin Barber
Tatiana Gonzalez
Rhonda Tillotson

IFAS
Joyce Jackson
Julia Lednicky
Devin Perry
Natercia Principe
Stacey Sandrey

Jamie Harris
Mimi Johnson
Ron Lester
Annie McPherson
Bev Osborn
Debbie Thigpen

CAMPUS[2]
DeeDee Carver
Jessica Jones
Sarah Lardizabal
Ginger Wilson

DSP Support Team
Ana Fortes
Deborah Johnson
Teresa Jones

Contract Officers
Kellie Crawford
Zana Dupee
Alyssa Hartle
Linda Isaacs

Subawards
Irina Maslova
Dawn Stewart

[1]HSC includes the SVP for Health Affairs and the Colleges of:
Dentistry
Medicine
Nursing
Pharmacy
Public Health & Health Professions
Veterinary Medicine

[2]Campus team includes all units except IFAS, Engineering, and the HSC units listed above

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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.
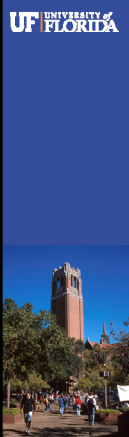

How will I know if I have a contract or a grant?

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!

UF UNIVERSITY of FLORIDA

Activity Time

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UF UNIVERSITY of FLORIDA

Questions?

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UF UNIVERSITY of FLORIDA

Contact Information

Division of Sponsored Programs
352-392-5991
General proposal questions:
ufproposals@ufl.edu
Questions regarding existing projects:
ufawards@ufl.edu
UFIRST-specific questions:
ufirst@research.ufl.edu

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