

Supporting Humanities Grantseekers

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Research

BOSTON
UNIVERSITY

Terminology and Acronyms

OSP: Sponsored Programs office

PAFO: Post Award Financial Operations office

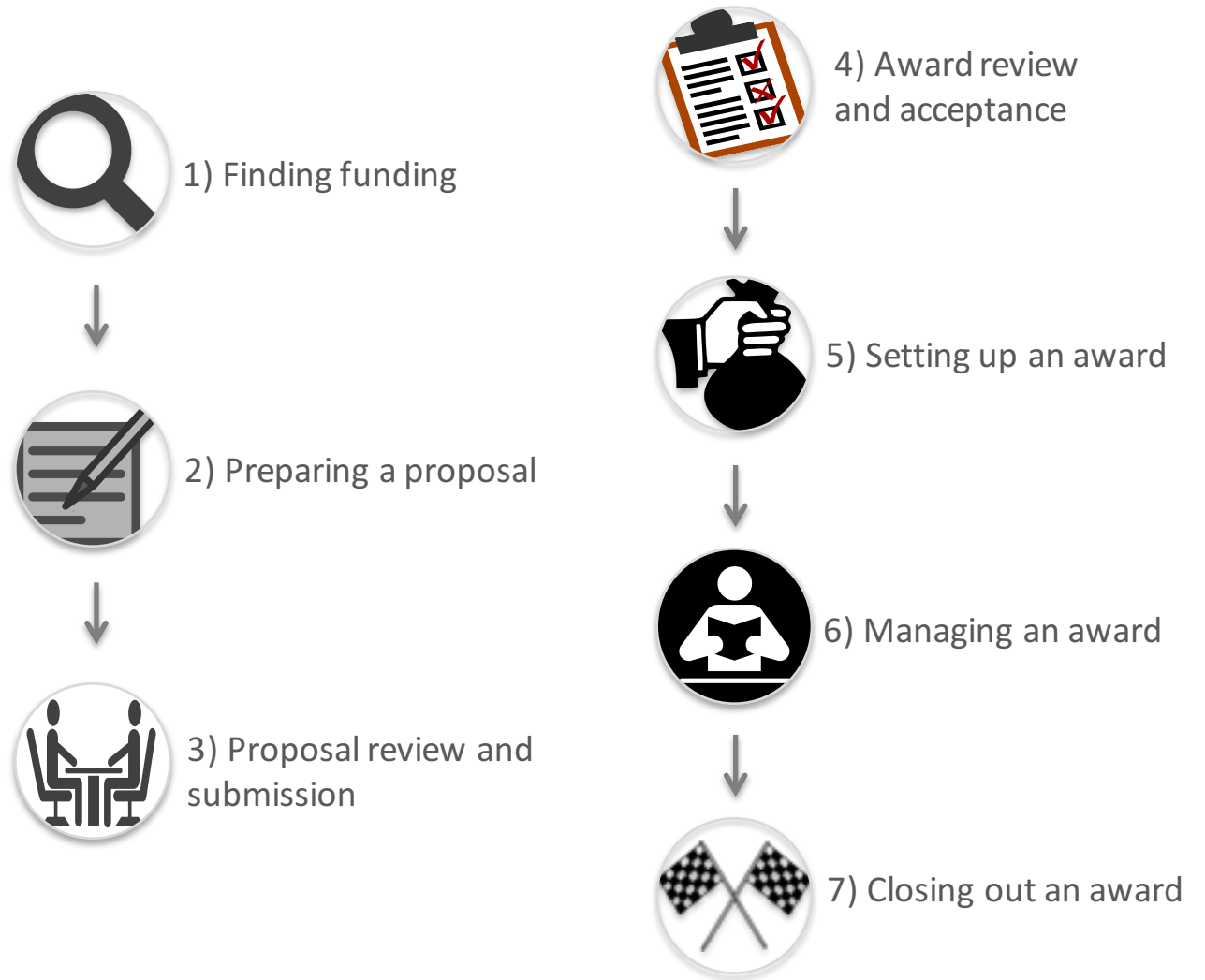
RA: Research Administrator: your Sponsored Programs contact

DA: Department Administrator: your school/department contact

PI: Principal Investigator: faculty member



The grant life cycle



Tools to find funding

COS Pivot

An up-to-date, searchable database of a wide variety of federal, non-federal, foundation, and private funding opportunities for all disciplines.

Free with an @bu.edu email.

Find it:

bu.edu/research/findfunding

Foundation Directory Online

Find potential foundation grants and funders for your work.

Free with an @bu.edu email.

Find it:

bu.edu/foundations

-Faculty Seeking Funding
tab



College of Arts & Sciences Research Office

Associate Deans

- Gene Jarrett: Humanities
- Nancy Ammerman: Social Sciences
- Mike Sorenson: Natural Sciences
- Stan Sclaroff: Mathematical and Computational Sciences

Proposal Development Specialist: Marla Krauss

- Review internal paperwork
- Budget preparation
- Grants questions (BU policy, grant prep, grant searches, etc.)



College of Arts & Sciences Research Office: Internal Package

- Mandatory
- Send to casgrant@bu.edu one week before submission deadline
- Associate Dean reviews, signs
- We send to OSP after signature
- Understood as advanced draft (minor changes allowed)

Consists of:

Proposal Summary Form | Export Control Form | Financial COI information filled out online | Budget | Budget justification | Project summary | Other forms, as needed

Summarized in Faculty & Staff Handbook under Research:
bu.edu/cas/faculty-staff/faculty-staff-handbook/research/



Sample Budget

Budget: Project Title
9/1/17-8/31/19

	9/1/17-8/31/18	9/1/18-8/31/19
Personnel	Year 1	Year 2
PI: A. Researcher (1 summer month)	\$10,000	\$10,300
Total Senior Personnel:	\$10,000	\$10,300
Graduate Student (12 months)	\$32,000	\$32,960
Total Graduate Students:	\$32,000	\$32,960
PI fringe at 27%	\$2,700	\$2,781
Grad student at 8.8%	\$2,816	\$2,900
Total Fringe:	\$5,516	\$5,681
Total Salary/Wages	\$47,516	\$48,941
Non-personnel		
Supplies	\$5,000	\$5,000
Travel	\$2,500	\$0
Total non-personnel:	\$7,500	\$5,000
Total Direct Costs	\$55,016	\$53,941
Modified Total Direct Costs (MTDC)	\$55,016	\$53,941
IDC (64.5% through 6/30/18)	\$29,571	
IDC (65% as of 7/1/18)	\$5,960	\$35,062
Total IDC	\$35,531	\$35,062

College of Arts & Sciences Research Office: Budget Points

- Remember fringe
- 9 vs. 12 month pay schedules
- Factor in 3% annual increase
- Check sponsor's indirect costs policy
- Not everything counts towards indirect costs
- Use current rates (fringe and indirect costs)
- Start early



Sponsored Programs Services & Responsibilities:

We serve as the “Authorized Institutional Official”

Review proposals before submission to ensure they are:

- In alignment and compliant with:
 - Sponsor guidelines
 - BU budgeting and policies



Sponsored Programs Services & Responsibilities:

Accept awards on behalf of Boston University

- Negotiate terms and conditions if needed

Issue outgoing SubAwards to other researchers

Establish Award and create account in university systems

- You receive a notification of sponsor requirements and a copy of your award



Sponsored Programs Services & Responsibilities:

Post-award non-financial management

- Submit major changes that need sponsor approval *after* an award is made.
 - Re-budgeting
 - Change of scope request
 - No-cost extension



Sponsored Programs Services & Responsibilities:

Post-award financial management

- Fiscal oversight of awards
- Ensure expenditures meet Uniform Guidance cost principles:
 - Allowable; Allocable; Reasonable; Consistently Treated
- Handle salary and non-salary cost transfers
- Billing and payments from sponsors
- Effort certification
- Sub-recipient monitoring
 - Process subcontractors invoices for compliance



Sponsored Programs Services & Responsibilities:

Award Closeout

- Award specific
- Usually a shared responsibility between OSP, PAFO, PI
 - Technical or final progress reports—PI
 - Final financial report—PAFO, consulting with PI
 - Property Reports—PAFO
 - Report Cost Sharing to Sponsors—PAFO
 - Patent Reporting—OSP, OTD, PI



How we work with Foundation Relations

Partnership to support faculty

- Foundation Relations expertise:
 - Relationship building
 - Knowledge of BU-Foundation engagements
 - Facilitate introductions
 - Identify opportunities
- Sponsored Programs expertise:
 - Proposal compliance with BU and sponsor guidelines/policies



Effort Areas

Sponsored Programs

- PreAward Teams
 - Proposal review/submission
 - Award acceptance
 - Award/account set-up
 - Non-financial post award management
- Contracting
 - Industry Agreements
 - CDA's, NDA's, MTA's
 - Outgoing Subcontracts
- Federal Contracts
- Systems/Analytics
 - Proposals/Awards Reporting
 - Ad hoc Reporting
 - Metrics
- Kualiti Coeus support

- Research Administration/Accounting
- Cash Management
- Facilities, Cost Analysis, Property
- Service Center Administration
- Effort Reporting

Post Award Financial Operations

- Conflict of Interest
- Animal Care
- Environmental Health & Safety
- Export Control
- Human Subjects
- Research Occupational Health
- Responsible Conduct of Research

Research Compliance

Helpful Guidance

- Notify your Sponsored Programs Research Administrator when you know you'll be submitting a proposal
- Submit your proposal at least 5 days in advance of the sponsor deadline
- Keep us informed if you hear from the sponsor

Resources

- Diane Baldwin dbaldwin@bu.edu 353-4377
- Marla Krauss mkrauss@bu.edu 358-5264
- Online & email resources
 - bu.edu/osp | ospinfo@bu.edu
 - bu.edu/research | research@bu.edu
 - CAS Summary of Internal Process, including links to forms:
 - bu.edu/cas/faculty-staff/faculty-staff-handbook/research/
 - Research Administrator list:
 - bu.edu/osp/contact-us

Thank you

