

Useful Links

Main Research Support page: www.bu.edu/researchsupport

RA/DA Directory: <http://www.bu.edu/researchsupport/contact/departmental-contacts/>

Training

Roles & Responsibilities Matrix: http://www.bu.edu/researchsupport/files/2018/10/RR-Matrix_Award-lifecycle-10.16.18.pdf

After-the-fact Review: <http://www.bu.edu/cfo/comptroller/resources/after-the-fact-review/>

Business Warehouse training: <https://www.bu.edu/tech/about/training/classroom/buworks/> and https://www.bu.edu/tech/files/2016/01/QRG_Lab_How-to-Create-Change-Display-and-Delete-a-Journal-Entry.pdf

Compliance: <http://www.bu.edu/researchsupport/compliance/>

Cost Transfer Training Video:

https://mymedia.bu.edu/media/Salary+Cost+Transfer+Training/1_9n1h33I5

Effort guidance and FAQs: <https://www.bu.edu/researchsupport/effort/>

F&A Cost Rate Training Video:

[https://mymedia.bu.edu/media/Facilities+&+Administrative+\(F&A\)+Costs/1_mvj9qo50](https://mymedia.bu.edu/media/Facilities+&+Administrative+(F&A)+Costs/1_mvj9qo50)

Finance Report How Tos: <http://www.bu.edu/researchsupport/project-lifecycle/managing-an-award/manage-an-award-faqs/>

No Cost Extension & Carryover: <http://www.bu.edu/researchsupport/files/2018/01/Carryover-No-Cost-Extension-Presentation-Slides.pdf>

NIH Post Award Cheat Sheet: <http://www.bu.edu/researchsupport/files/2018/10/NIH-Post-Award-Cheat-Sheet.pdf>

Salary Accrual Video: https://mymedia.bu.edu/media/Salary+Accrual+for+Faculty+with+9-month+appointments+paid+over+12+months/1_eu58nrb

Proposal preparation

<http://www.bu.edu/researchsupport/project-lifecycle/preparing-a-proposal/>

<http://www.bu.edu/researchsupport/project-lifecycle/preparing-a-proposal/writing-your-proposal/>

<http://www.bu.edu/researchsupport/project-lifecycle/preparing-a-proposal/developing-a-budget/>

<http://www.bu.edu/researchsupport/forms-policies/proposal-submission-policy/>

<http://www.bu.edu/researchsupport/project-lifecycle/proposal-review-and-submission/>

<http://www.bu.edu/researchsupport/training-how-to/sponsor-system-registration/>

Sponsor guidelines

- Table of page limits: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>
- Formatting: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#filenames>
- Application by type: <https://grants.nih.gov/grants/how-to-apply-application-guide.html#inst>
- Deadlines: <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

Forms

PSF: <http://www.bu.edu/researchsupport/files/2017/05/Proposal-Summary-Form-PSF.pdf>

PI status: <http://www.bu.edu/researchsupport/files/2017/09/PI-Status-Request-Form.pdf>

Subaward form: <http://thefdp.org/default/subaward-forms/>

IPAR: <http://www.bu.edu/researchsupport/files/2017/05/Internal-Prior-Approval-Request-IPAR.pdf>

Transmittal for all non-competing and continuation applications:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwiSpcnlzYzeAhUiiOAKHaMjDbgQFjAAegQICRAC&url=http://www.bu.edu/researchsupport/files/2017/02/SP-Continuation-Application-Transmittal.pdf&usg=AOvVaw3fhipBgGPZjndHcwBAk-7m>

Salary Adjustment Request Form: http://www.bu.edu/researchsupport/files/2018/08/SARF-Form-07_24_12_REVISED.xlsx

Student SARF form: <http://www.bu.edu/researchsupport/files/2017/07/Student-SARF-6.25.18.xlsx>

Policies

Proposal Submission Policy: <http://www.bu.edu/researchsupport/forms-policies/proposal-submission-policy/>

PI status: <http://www.bu.edu/researchsupport/forms-policies/policy-on-principal-investigator-pi-status/>

Cost share: <https://www.bu.edu/researchsupport/forms-policies/treatment-of-cost-sharing-for-sponsored-awards/>

F&A and fringe Rates: <http://www.bu.edu/researchsupport/tools-services/institutional-numbers-and-rates/>

F&A waivers: <http://www.bu.edu/researchsupport/forms-policies/guidelines-on-facilities-and-administrative-fa-reductions-or-waivers/>

Just in Time:

- Uploading JIT Information as a PI: <https://era.nih.gov/erahelp/commons/default.htm#cshid=1001>
- JIT Procedures: [https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5_completing_the_pre-award_process.htm#Just-in-](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5_completing_the_pre-award_process.htm#Just-in-award_process.htm#Just-in-)
- Request for just-in-time information: <https://grants.nih.gov/grants/peer/jit.pdf>
- Instructions on how to submit JIT: <https://era.nih.gov/erahelp/commons/Commons/status/jit.htm>

Charging Direct Costs to Sponsored Programs: <http://www.bu.edu/researchsupport/forms-policies/charging-of-direct-costs-to-sponsored-awards-procedure/>

[Uniform Guidance](#) §200.420 –§200.475.

Travel on Sponsored Awards: <http://www.bu.edu/researchsupport/forms-policies/travel-on-sponsored-awards/>

Salary Adjustment Procedure: <http://www.bu.edu/researchsupport/forms-policies/sponsored-program-salary-adjustment/>

Summer Salary guidance: <http://www.bu.edu/researchsupport/forms-policies/summer-effort-and-summer-salary-for-sponsored-research-for-faculty-with-9-month-academic-appointments/>

Core Facilities: www.bu.edu/cores and www.bu.edu/researchsupport/tools-services/core-facilities/

Escalation of AR: <http://www.bu.edu/researchsupport/forms-policies/escalation-of-accounts-receivable-on-sponsored-awards/>

Miscellaneous Receivables: <http://www.bu.edu/researchsupport/project-lifecycle/managing-an-award/miscellaneous-receivables/>

Non Salary Cost Transfer Policy: <http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/>

Record Retention: <https://www.bu.edu/policies/record-retention/> and <http://www.bu.edu/policies/record-retention-table/>