

What's included in the Research Management Services Team's services?

Participation in identifying funding opportunities

- Upon request, work with PI to search for funding opportunities and maintain or develop the PI's profile in CoS.

Proposal development and submission

- **Advise on policies and RFP requirements**
- **Timeline and Proposal Requirements Email:** Review RFP and send PI a list of all internally and externally required proposal items (information and/or documents), timeline of associated due dates, and any other important information gleaned from the RFP.
- **Assist with building specific proposal documents (including the budget)**, gathering documents from key personnel or subcontractors in close collaboration with the PI.
- **Compile, format and review** for accuracy all required proposal items and prepare for submission to sponsor.
- **Notify PI of any issues requiring attention** as identified in the final review of the proposal.
- **Route proposal items for signature approval** by Chair or Chair's delegate and institutional signature authority.
- **Submit final proposals** to sponsor or C&G/ICD on PI's behalf.

Budget Procedures

- RSC consults with departmental Post-Award Analyst on budget and budget justification development and budgetary accuracy of personnel costs, effort and appointments and non-personnel purchasing policies, as needed.

Subcontracts Out

- RSC consults with PI and departmental Post-Award Analyst to verify dates, amounts, and Institutional information. RSC completes and submits the internal sub out form to C&G. Post-Award manages all post-award activities, including invoicing and confirmation of subcontractors, budget, and start date.

Sponsor communications and correspondence

- RSC, in consultation with the departmental Post-Award Analyst, will draft letters and compile documents required for JIT, NCEs, re-budgeting or carry-forward requests, etc. and route for institutional and sponsor approvals.

Progress Reports

- RSC leads the administrative reporting submission process (obtain financial report, as needed, from departmental Post-Award Analyst) and notifies PI of upcoming due dates.

Fund Advance

- RSC requests fund advance on PI's behalf and in consultation with the departmental Post-Award Analyst.

PI Pre-Award Activity Reports to PI, Department Managers and Post-Award Analysts

- To inform the dialog between all personnel impacted by pre-award activities, **monthly activity reports** will be emailed to Department Managers describing the department's proposal activity, sponsor communications activity, awards activity, and list of PIs' intentions to submit a proposal.
- **Availability for ad hoc meetings** with PI, department managers and Post-Award Analyst.

Bridge between the PI and the Specialty Units: Contracts & Grants and Industry Contracts Division

- RSC will liaison with or directly connect the PI to Specialty Units in the case of industry contracts negotiation, clinical trials development and negotiation or highly specialized contracts or grant proposals requiring unusual negotiation or support.
- Provide documents needed to complete an award

What will continue to be the PI and Department's responsibility?

PI

- Notify RSC and Department Manager of Intent to Submit a Proposal in a timely manner per the Service Level Agreement.
- Provide proposal information and documents as requested by mutually agreed upon timeline of due dates.
- Provide content for the creation of new Biosketches, Other Support Forms, Letters of Support, Publication Lists, Mentee Lists, and other proposal forms as needed. Maintain and update the most current version of these documents.
- Prepare all research and/or program plan components of proposals.
- Provide financial and staffing information for budget development and/or fund advance purposes.
- Obtain approvals from IRB and IACUC committees, if necessary

Department

- ✓ Ensure space and resources are available for research.
- ✓ Conduct peer review (if appropriate).
- ✓ Inform RSC of PIs' Intent to Submit Proposals in a timely manner per the Service Level Agreement, as necessary.
- ✓ Approve PI Status Waiver (if needed).
- ✓ Provide proposal budget input as requested, e.g., cost sharing, commitments and salary information.
- ✓ Approve fund advances and source of funds (as appropriate).
- ✓ Provide proposal DPA number for OSR form.
- ✓ Approve proposals (Chair or Chair's delegate).
- ✓ Receive NOA from C&G, consult with RSC on award budget.
- ✓ Save and maintain accurate information on the RMS shared drive folder unique to your department as requested by your RMS Team Manager.
- ✓ Complete the data tables for training grants (e.g. T32).
- ✓ All post-award activity such as:
 - All invoicing processes, except for Federal drawdown grants and cost reimbursable contracts/grants that are invoiced by EMF
 - Fund closeout activities
 - Process staffing/payroll changes
 - Confirm subcontractors, budget and start date
 - Preparation or modifications to consulting and vendor agreements
 - Notify PI and RSC if NCE is needed
- ✓ Effort reporting in ERS system.
- ✓ Post-Award Analyst manages the PI effort calculation and overlap statement for Other Support form updates and provides this information to RSC as needed.
- ✓ Assist PI in obtaining documentation for CHR/CAR approvals and COI compliance documents.
- ✓ Submit financial reports to sponsor (in collaboration with RSC as needed).