

Research and Grants Administration

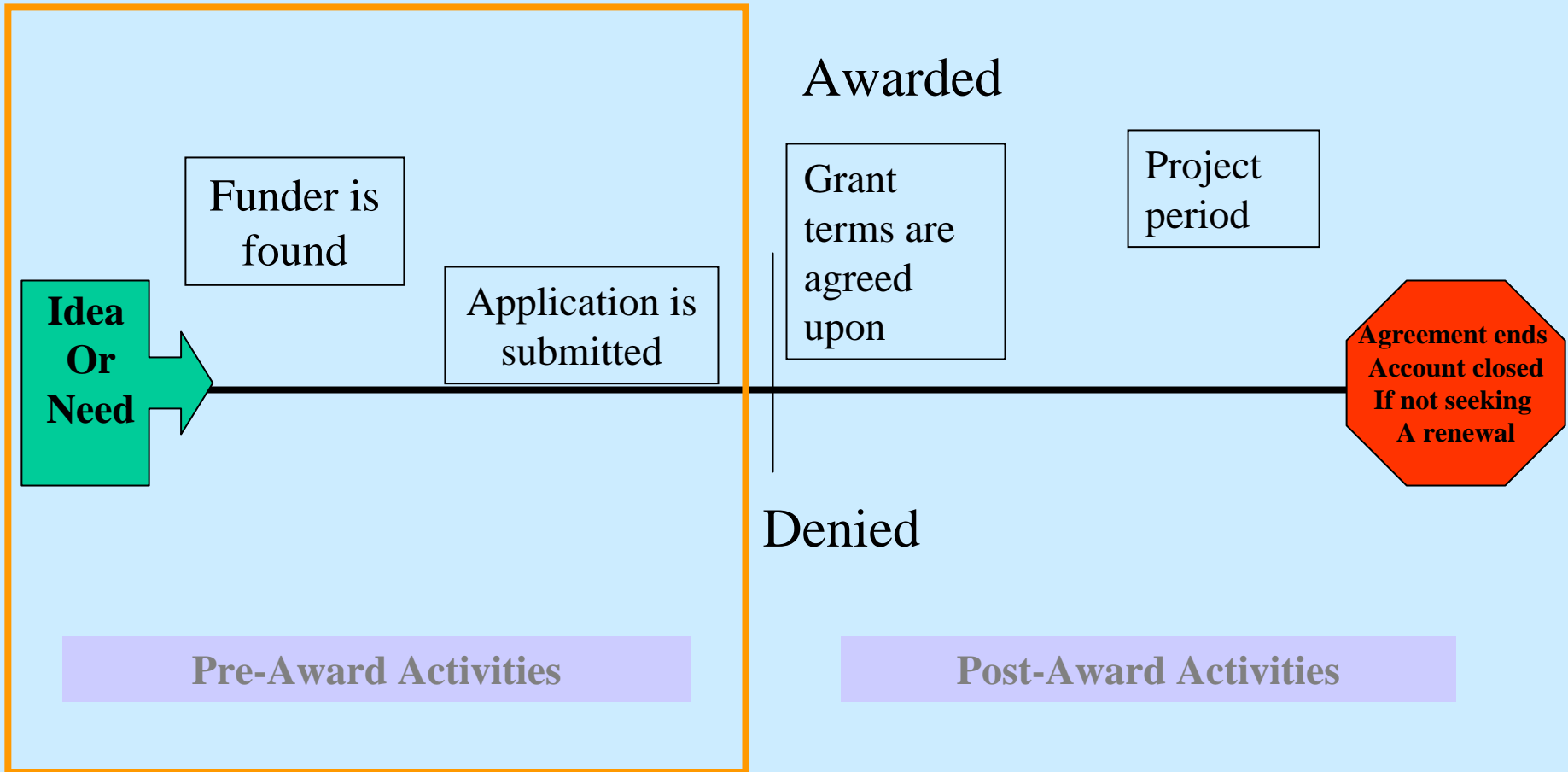
<http://camcinstitute.org/research/review/grants.htm>

**This website is currently under construction but should be up in December.

A Sponsored Project – Beginning
to End

November 3, 2009

Life of a Sponsored Project



Two different “phases” – pre-award and post-award

PRE AWARD

Idea or Opportunity

- Someone has an idea or a need is identified
 - Find funder, or contact GDO for assistance
- An opportunity presents itself
 - Research and Grants Administration notifies staff or faculty that may be interested

After cursory review, a meeting is set to discuss:

- Feasibility of project/program
- Budget
 - Personnel
 - indirect rate if not 17.5% (SPG-02 – see handout)
- Review of the application and assign writing tasks

*This meeting should include Research & Grants Personnel, the Grants Accountant, and those who will be directly involved with the writing of the proposal and project/program oversight. **The Grants Coordinator will assist in scheduling this meeting.***

Craft the Proposal

Requirements for Submission

(same for Renewals and electronic submissions)

Grants Administration's requirements for any grant review and approval are based on these three things:

1. Sponsoring agencies' guidelines
2. Federally mandated requirements
3. Institutional requirements

*CAMC Administrative Policy 2021.00

Policies: 1.0 Institutional Authority

2.0 Administrative Review

3.0 Electronic Proposal submissions

FORMS

- All applicable forms must be filled out prior to giving the proposal to Research and Grants Administration for Institutional Approval.
 - SPG- 01- Internal routing form
 - SPG- 02- Indirect cost waiver

Received On _____

**CAMC Health Education and Research Institute, Inc.
 Research and Grants Administration
 SPG-01 FORM: GRANT APPROVAL/ROUTING FORM**



PROGRAM/ PROJECT DIRECTOR INFORMATION

Program Director:	
Department/Division:	
Phone or email:	Check One:
Contact if different:	<input type="checkbox"/> CAMC <input type="checkbox"/> CAMC Institute <input type="checkbox"/> WVU/UCD <input type="checkbox"/> Other
	<input type="checkbox"/> CAMC Teays Valley Other (list):

PROPOSAL INFORMATION

Program/ Project Title:	
Sponsoring Agency:	Location: varies
Type of Sponsor/ Funder: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Industry	
<input type="checkbox"/> Foundation <input type="checkbox"/> Other	
Due Date:	First Project Period: Type of Proposal: New
<input type="checkbox"/> Postmark <input type="checkbox"/> Received By	

SUBMISSION INFORMATION

BUDGET INFORMATION

Your proposal will not be reviewed without this completed and signed document. Please submit this completed form and supporting paperwork to:

Grants Development Office
 Room 3274
 Research and Grants Administration
 CAMC Institute, Inc.
 3110 MacCorkle Ave., SE
 Charleston, WV 25304

Total Amount Requested: \$	Indirects (F&A): None
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Brief Summary of Project (or indicate if abstract is attached)

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REQUIRED SIGNATURES

The information provided on this form is correct to the best of my knowledge. In the event this application is awarded, I (we) agree to abide by all applicable institutional and sponsored agency policies and procedures. Furthermore, I (we) agree to be responsible for the timely completion of the approved statement of work, and/or specific requirements agreed upon in the final agreement/contract.

Project Director/Principal Investigator	Date
Department Head (Administration – for CAMC applications)	Date

CAMC HEALTH EDUCATION AND RESEARCH INSTITUTE REQUIRED SIGNATURES

Research and Grants Administration	Date
Administrative Director of Operations	Date
Institutional Official	Date

Obtain necessary signatures (SPG-01)

- Principal Investigator/ Program Director
- Department Head or Administrator

REQUIRED SIGNATURES	
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Department Head	Date
CAMC HEALTH EDUCATION AND RESEARCH INSTITUTE REQUIRED SIGNATURES	
Research and Grants Administration	Date
Administrative Director of Operations	Date
Institutional Official	Date



Received:

____/____/____

**CAMC Health Education and Research Institute, Inc.
Research and Grants Administration**

Facilities and Administration Cost Waiver/Reduction Form

I, _____, Principal Investigator/Program Director on the proposal/application entitled: _____, to
request a waiver or reduction of CAMC Institute's Facilities and Administrative cost for
the following reason:

Principal Investigator/Program Director

Date

Do not write below this line

Recommendation of Director, Research and Grants Administration:

Recommended

Not recommended

Signature

Date

Submit this form to Mary Huntley, Director, Research and Grants Administration.

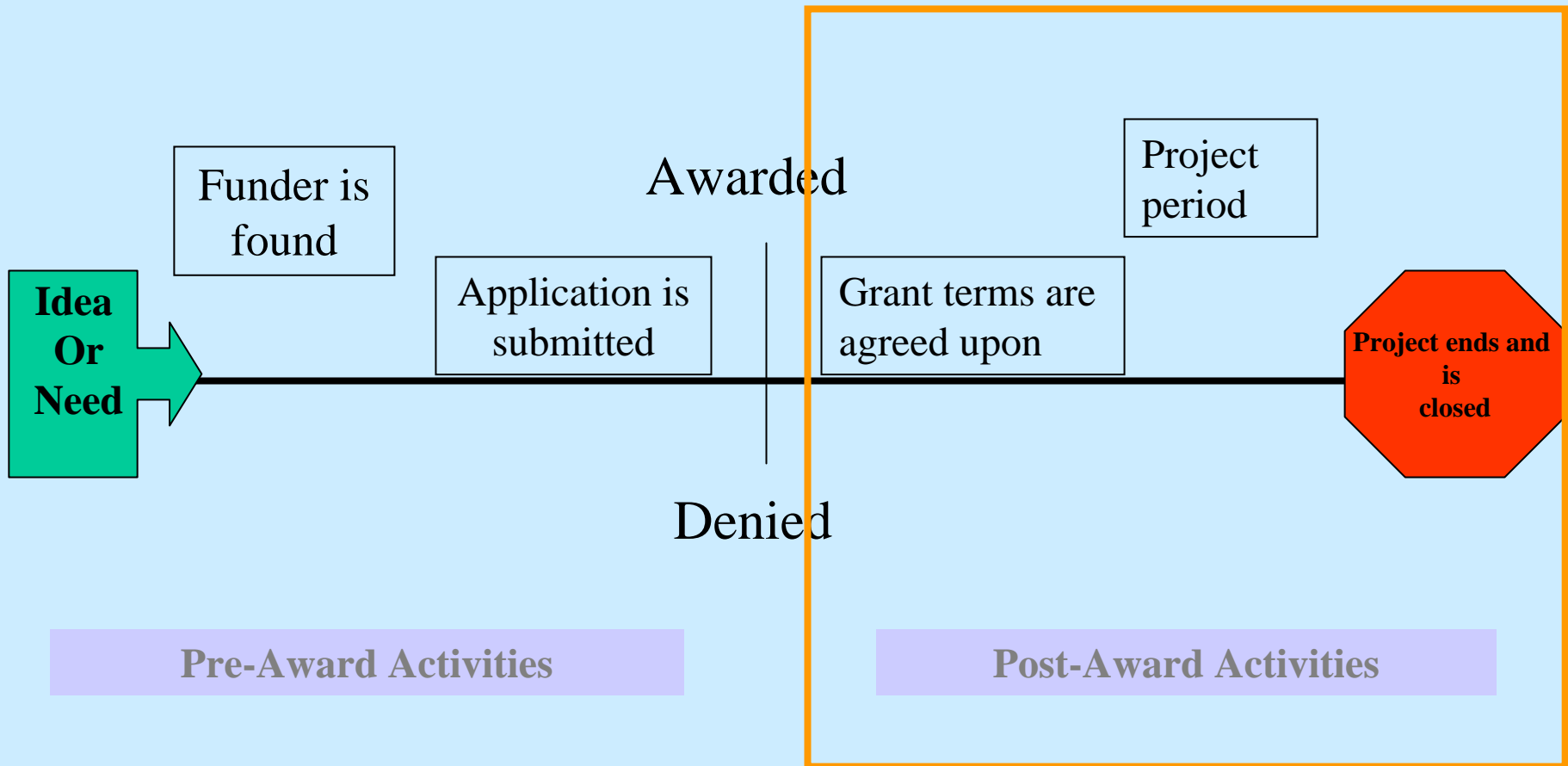
All paperwork is submitted to Research and Grants Administration for Administrative Review

- Before the packet is sent for signature, Research and Grants staff check for:
 - Adherence to rfp
 - All costs are allowable (budget is sent to Grants Accountant for review)
 - All required signatures have been obtained

Tip: Make sure to submit as early as possible, as Sharon may be out of the office

- Proposal is submitted to CAMC Institute Administration for Official Institutional Signature
- Once it has been signed - Research & Grants Administration submits application to the Funder, and forward a copy of the packet to the PI/PD

Life of a Sponsored Project



Two different “phases” – pre-award and post-award

POST AWARD

Post Award Process

- Essentially the post award phase consists of:
 - Accepting the award and negotiating details,
 - Contracts and subcontracts
 - Accounting set up of activity code
 - Project/Program activities
 - Close out/renewal

The Rules and Regulations that guide award administration come from:

- Grant/Contract conditions
- Sponsor's general terms and conditions
- Office of Management and Budget Circulars (*OMB A-21, A-133, and A-122 apply to this institution*)
- Code of Federal Regulations
- Federal Acquisition Regulations (FARs)
- West Virginia state laws
- Institutional policies and procedures (including CAMC, CAMC Institute, and WVU-CD)

- You MUST know all the terms and conditions of the grant agreement and notify RGA immediately if there are any changes.
- Program reports are your responsibility
- Adherence to the work plan and completion of the activities is your responsibility
- Non – allowable costs or costs that cannot be billed to the sponsor, are the responsibility of the your department

Contracts

- Contact the Sponsored Projects office as soon as possible if contracts or sub-contracts will be involved –
- A copy of the signed contract is on file in the Sponsored Projects office.

Financial Process

Activity Numbers

- Before any purchasing takes place make sure you have the activity number for your grant
- 5 digit number beginning with 68xxx or 63xxx
- Activity number is assigned by Grants Accountant

Time and Effort

- Policy and form included in packet
- Fill out each pay period
- Hours to be floated via Kronos to take out of home department and transferred to grant activity
- Required of all grant-funded employees

Budget & Expenditure rules and regulations – *Federal Cost Principles*

- Allowable costs
 - Reasonable, allocable, consistently treated and allowable
- Establish account prior to receipt of award

OMB Circular A-21

- Reasonable
 - A prudent person would have purchased this item and paid this price
- Allocable
 - Expenses can be allocated to the federally funded activity based on the benefit derived, cause & effect, or other equitable relationship

Purchases

- Purchases must be included in approved budget
- Documentation of quotes and invoices must be kept in the file
- ALL Invoices/PO s require activity code

Purchases

- Purchases should be made via purchase order (PO) whenever possible
- To obtain a PO send grants accountant quote or order form and purchase will be made utilizing new online purchase requisition system
- If PO not available purchase can be made via check request or direct invoice

Check Requests

- As of January 1, 2006 pre-numbered check requests are required for processing (can be ordered from the warehouse)
- Attach documentation to all check requests
- DO NOT make purchases out-of-pocket without prior permission from Accounting department – they will not reimburse

Travel

- Travel policy can be found on the CAMC Accounting website
- Must adhere to CAMC Travel Policies
- Must be submitted on CAMC Travel Expense form (found on CAMnet under “forms”)
- Must include **original itemized** receipts for all expenses

Travel cont...

- List Department number as 25995 (grants) or 25992 (clinical trials) , not home department
- List 25995-XXXX (activity number)
- All grant-related travel should be processed through CAMC Institute Administration

Invoicing

- Refer to award document for specific invoicing procedures
- Grants Accountant will assist with completion
- ALL payments are to be mailed to the lockbox:
 - PO Box 765
Charleston, WV 25323
Attention: *Program Name*

Financial Reports

- Refer to grant agreement for details
- Some funders have specific format
- Grants Accountant will pull information from Lawson using activity code

Audits

- CAMC Institute has A-133 audit each year
 - For grantees with \$500,000 or more in federal or federal pass-thru expenditures
 - Began in 2002
 - New auditor for 2009

Audits cont...

- Division of Compliance and Monitoring at state level
- Grant agreements contain language allowing funder to audit records at any time

Question 2