FUNDAMENTALS OF RESEARCH ADMINISTRATION
Presentation Team

Kathy Lyons, CRA, C&G Administrator
Sandra Anderson, C&G Administrator
Laura Paller, CRA, C&G Administrator
Expected Learning Outcomes

• Clear understanding of how to read and find critical information in a solicitation to increase funding probability.

• Clear understanding of how to read and find critical information in an award document, to successfully manage awards.

• Improve communicate with PI’s to obtain information to facilitate and strengthen the research project process.

• Identify resources for additional information and reference.
The Importance of Research at UD
Grant, Cooperative Agreement & Contract

Grant
- Transfers money, property or services to recipient for a public purpose

Cooperative Agreement
- Transfers money, property or services to recipient for a public purpose with substantial involvement from the sponsor

Contract
- Acquires property or services for the direct benefit/use of the federal government
# Life Cycle of a Proposal/Award

<table>
<thead>
<tr>
<th>PREAWARD</th>
<th>POST AWARD</th>
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<tbody>
<tr>
<td><strong>Development</strong></td>
<td><strong>Agency Review (6-9 Months)</strong></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Budget Period</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Budget Period</td>
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<tr>
<td><strong>CLOSEOUT</strong></td>
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Top 10 Proposal Mistakes

- Missed deadline
- Incorrect formatting (font size and color, margins, naming conventions, etc.)
- Mathematical errors
- Exceeded page limits
- Typographical errors
- Incorrect Biosketch format and/or content
- Unrealistic budgets
- Omission of sponsor specific documents
- Insufficient match commitment
- Incorrect EIN or DUNS number
Group Activity

• Reading a Solicitation:
  – Funding Opportunity Number
  – CDFA
  – Application Deadline
  – Submission process
  – Funding availability/budget restrictions
  – Project period
  – Funding mechanism
  – Eligibility criteria
  – Export controls
  – Cost Share requirements
  – Proposal Contents
    • Document requirements, page limits, font restriction, formatting requirements, etc
  – What’s missing?
# Lifecycle of a Proposal/Award

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**July 2010 RO Conference--Fundamentals of Research Administration (Lyons)**
Group Activity

• Reading an award document:
  – Funding mechanism
  – Award number
  – Period of performance
  – Funding amount
  – CFDA
  – Title
  – Generic Award Terms & Conditions
  – Special Award Terms & Conditions
  – Export controls
  – What’s missing?
Generic Award Terms & Conditions

• Reporting requirements

• Expanded Authority (does NOT require prior approval)
  – 90 day preaward costs, Carryover of unobligated balances, no-cost extensions, rebudgets, adding subcontracts

• Requires prior approval
  – Change in scope, change in PI (including absence of 3 months or effort reductions of 25% or more), need for additional funding, preaward costs in excess of 90 days, a second no-cost extension

• Fly America, Buy America, Drug Free Workplace, etc.
Special Award Terms & Conditions

• Sky’s the limit!
  – Reporting, rebudgeting, transferring, export controls (including restrictions on foreign nationals, publication restrictions and more), human subjects, animal subjects, to name a few.
Keys to successful research administration

• Maintain close contact with Contract & Grant Administrator and PI
• Develop relationships with colleagues
• Ask questions
• Continue to attend trainings and keep up to date with sponsored research trends
REVIEW

• What to look for in a solicitation
• What mistakes to avoid
• What to look for in an award document
• What questions to ask your PI
• Where to go for help
Who Ya’ Gonna’ Call?
THE RESEARCH OFFICE!

Back row (left to right): Jessica Cote (3634), Gerri Hobbs (8618), Dawn Johnson (2629), Mark Dobbins (7274).
Middle row (left to right): Portia Garvey (6688), Laura Paller (1470), Trudy Riley (4978).
Front row (left to right): Katie Brown (6925), Susan Tompkins (8002), Kathy Lyons (8626) and Sandra Anderson (2692).

See handouts for additional resources.
THANK YOU!

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