Office of Sponsored Project Administration (OSPA)

The Fundamentals of Submitting Proposals for Grants & Contracts at UTSA

September 25, 2020
Today’s Agenda

- Introductions

- RSC Presentation
  - Overview of RSCs and OCIA
  - Finding funding
  - Proposal Process
  - Contracts
  - Updates

- Q&A

- Breakout Rooms with your RSC staff

- Adjourn
Currently, there are three (3) Research Service Centers (RSC)

❖ Liberal & Fine Arts, Business, and Education (ABE) – Director Jennifer Silver
❖ Downtown Campus (DTC) – Director Theresa Bailey
❖ Sciences and Engineering (SCI-ENG) – Director Amy Ossola-Phillips

Each RSC assists faculty, staff and students with grant proposals and sponsored research/contract submissions.

Also included within OSPA is the Office of Contracts and Industrial Agreements (OCIA). Jessica Fernandez is the Senior Director in that office and has a staff of three negotiators.

OCIA assists faculty and staff with reviewing, negotiating and executing sponsored research agreements and contracts.
First things first...many PI’s ask us:

“How do I find funding?”
Finding Funding: Federal Resources

Grants.gov
Contains all available U.S. federal grant opportunities | www.grants.gov

Federal Business Opportunities (FedBizOpps)
Contains all U.S. federal contracting opportunities | https://www.fbo.gov/index?cck=1&au=&ck

National Science Foundation (NSF)
Create a “My NSF” profile & receive interest-specific e-mail funding alerts | www.nsf.gov

National Institutes of Health (NIH)
Register to receive weekly funding announcements & news | www.nih.gov

National Endowment for the Humanities (NEH)
Subscribe to an RSS feed for upcoming grant program deadlines | www.neh.gov

National Endowment for the ARTS

Department of Education (ED)
Search the Federal Register | https://www2.ed.gov/fund/grant/apply/grantapps/index.html
Finding Funding: Foundations

- **Foundation Center & Philanthropy News Digest**
  - Foundation Directory online
  - 140,000 foundations and other donors worldwide
  - Database updated weekly
  - Request search through UTSA Foundation Relations at: [https://www.utsa.edu/vper/ofr/docs/prelim_req_form.pdf](https://www.utsa.edu/vper/ofr/docs/prelim_req_form.pdf)
  - Training and access available through San Antonio Area Foundation (SAAF)

- **Philanthropy News Digest**
  - Publishes RFPs and notices of awards as a free service for grant-making organizations and non-profits
  - Covers topic areas from health to the environment, the arts, education, STEM fields, and more!
  - Register for RFP Alerts or search directly | [http://philanthropynewsdigest.org/rfps](http://philanthropynewsdigest.org/rfps)
Step 1: On the main funding opportunities page, we recommend that you choose Advanced Search, found below the search field.

Step 2: The Advanced Funding Search page has many different options. The first section lets you search by Sponsor, Title, or Abstract of opportunities, or simply perform a keyword search (in your case, it could be your research topic, or it could be graduate opportunities, or you can leave this field blank). You can refine your search to include many other fields or you make exclusions.

Step 3: Under Keyword, click on Browse and click on the arrow next to main area to drill down to subject. (For example, Click on the arrow next to “Health & Medicine” to drill down to “Biomedical Engineering” or “Diseases and Disorders”, click on the next arrow to drill down even further.)

Step 4: Under Applicant Type, click Graduate Student.

Step 5: Click the Search button once you have completed entering your search criteria.

Step 6: A listing of opportunities that match your search criteria will appear. On this page, you can see the Grant, Title, Sponsor, Deadline, and Amount of each opportunity.

Step 7: Save your query to be run at a later time and to set up email alerts about new opportunities related to your search. (You must be logged into your account in order to save searches and/or change settings)

Step 8: Click on the Grant Title to see the Abstract, Eligibility, and URL of the opportunity.
Found a good funding opportunity? Great! Here are your next steps:

**Step 1:** Notify the RSC of your intent to submit a proposal:

RSC In-take Form

**Step 2:** The submission will be assigned to a member of the RSC who will provide the following support:

- Checklist to assist with Package Submission
- Assist with Budgets
- Cayuse Set-up
- Sponsor Portal Guidance
- Routing Form for Research Credit, Compliance
- Review Proposal & Provide Feedback
- Electronic Approval Chain
- Authorized Signature

**Step 3:** Coordinate the submission (each RSC has an AOR/SPO who authorizes the submission) and negotiate the award
Electronic Routing Form
- Advisor / Mentor will receive research credit
- Capture documents for activity on faculty dashboard
- Integrates to the UTSA Financial system (PeopleSoft)

Cayuse - Production Site
- Will retain all proposal documents
- Assist with web-based federal funding via Grants.gov
Proposal Submission Deadline Policy

Help Us Help You...

- The VPR has implemented a 5/2 day rule (Business Days) requiring proposals be routed and finalized prior to an agency's deadline.
- Multidisciplinary proposals require greater routing lead time.
- **5 Business Days Deadline (Non-Technical):** Budget, Justification, Biosketch, Current/Pending Support, References Cited, Letters of Support
- **2 Business Days Deadline (Technical):** Routing form, Internal approvals in Cayuse, Abstract, Project Description, Research Strategy, etc.
Research Integrity—Compliance

- All UTSA and Outside Researchers are required to file new Disclosure of Financial Interests annually at COI Disclosure for all sponsored projects and research contracts.

- COI Training is required annually.

- For final approval of IRB or IACUC protocols please contact Office of Research Integrity

More details For Researchers
Research Service Centers coordinate with Office of Contracts & Industry Agreements (OCIA) to establish funded contracts and agreements. The first step in this process is to route the draft agreement (if provided by the sponsor) through CAYUSE. Once fully routed, the RSC will forward the agreement/contract request to OCIA.

OCIA will analyze and negotiate terms and conditions to ensure compliance with sponsor requirements, university policies, and applicable federal regulations.
# The Contract Spectrum

<table>
<thead>
<tr>
<th>Engagement Category</th>
<th>Funds to UTSA</th>
<th>Purpose</th>
<th>Faculty Requirements</th>
<th>Sponsor/Partner Requirements</th>
<th>UTSA Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift*</td>
<td>Yes</td>
<td>Faculty to conduct self-directed projects</td>
<td>Minimal or no obligation to donor; and minimal communication with donor</td>
<td>May require funds to be used in a specified field or for a specific purpose</td>
<td>May require periodic updates to donor on how funds were used, or of general outcomes</td>
</tr>
<tr>
<td>Grant</td>
<td>Yes</td>
<td>Faculty to conduct self-directed projects in a specified field</td>
<td>Periodic updates or reports to funding agency on project progress</td>
<td>Funds to be used in a specified field or for a specific purpose</td>
<td>General reports on project progress (flexibility to adjust SoW, budget, etc.)</td>
</tr>
<tr>
<td>Sponsored Research Agreement</td>
<td>Yes</td>
<td>Faculty research on sponsor or faculty-defined problem, with specified tasks, costs, schedule, and deliverables</td>
<td>Conduct research according to detailed scope of work, specified tasks and schedule</td>
<td>Assess reports and monitor progress, make payments as agreed upon (cost-based invoicing, fixed payment schedule, or other)</td>
<td>Data, reports, meetings, IP disclosures, option to negotiate license on inventions, software, hardware, presentation to sponsor</td>
</tr>
<tr>
<td>Contract (sponsored project)</td>
<td>Yes</td>
<td>Faculty research on, generally, sponsor-defined problem for the benefit of sponsor; sponsor and faculty may jointly finalize scope of work (heavily negotiated terms)</td>
<td>Conduct project/work in accordance with detailed scope of work</td>
<td>Assess reports and monitor progress, make payments as agreed upon (cost-based invoicing, fixed payment schedule, or other); usually confidentiality of sponsor-provided information</td>
<td>Data, reports, meetings, IP disclosures, option to negotiate license on inventions, software, hardware, presentation to sponsor (deliverables usually more certain and inflexible, sponsor expectations for access to IP are higher)</td>
</tr>
<tr>
<td>Master Research Agreement</td>
<td>No</td>
<td>Standard terms specified in Master Agreement; later Task Order specifies work scope, costs, schedule</td>
<td>Develop projects in conjunction with sponsor</td>
<td>Identify research needs</td>
<td>Proposal for specific tasks</td>
</tr>
</tbody>
</table>
### The Contract Spectrum cont.

<table>
<thead>
<tr>
<th>Engagement Category</th>
<th>Funds to UTSA</th>
<th>Purpose</th>
<th>Faculty Requirements</th>
<th>Sponsor/Partner Requirements</th>
<th>UTSA Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task Order</strong></td>
<td>Yes</td>
<td>Task Order, under standard terms of Master Agreement, specifies work scope, costs, schedule</td>
<td>Conduct research according to specified tasks and schedule in each task order</td>
<td>Assess reports and monitor progress, make payments</td>
<td>Data, reports, meetings, IP disclosures, option to negotiate license on inventions, software, hardware, presentation to sponsor</td>
</tr>
<tr>
<td><strong>NDA</strong></td>
<td>No</td>
<td>Preserve confidentiality, covers discussions only (not actual work)</td>
<td>Maintain confidential/proprietary information in confidence</td>
<td>Non-disclosure of proprietary information and use for the specified purpose only</td>
<td>None</td>
</tr>
<tr>
<td><strong>MTA/DUA</strong></td>
<td>No</td>
<td>Exchange of research materials or data to be used for independent research and development (not involving provider)</td>
<td>Materials/Data are not to be shared with any third party without owner approval</td>
<td>Pre-publication review; acknowledgement in publications (or “no publicity”); preservation of IP rights in original material or data</td>
<td>Publications, invention disclosure (possibly), publicity releases</td>
</tr>
<tr>
<td><strong>Cooperative Research and Development Agreement (CRADA)</strong></td>
<td>No</td>
<td>Joint efforts for R&amp;D (most often used by US DoD federal agencies), usually long-term collaboration</td>
<td>Joint SoW development; sharing of expertise, technologies, data, and information</td>
<td>Joint SoW development; sharing of expertise, technologies, data, information to address specific need/mission</td>
<td>Reports, data, invention disclosure (possibly), licensing rights</td>
</tr>
<tr>
<td><strong>Collaboration Research Agreement</strong></td>
<td>May</td>
<td>Research collaboration, sets out responsibilities, roles, and rights of collaborators working on a specific research project(s)</td>
<td>Collaborative research work and involvement of both parties, usually complementary</td>
<td>Jointly developed SoW; mutual requirements of research collaboration, sharing of data, information, materials, options to use and/or license IP resulting from collaboration, etc.</td>
<td>Research, data analysis, IP disclosures, publications</td>
</tr>
</tbody>
</table>

*Gifts are handled by UTSA’s Development Office, not the Office of Contracts & Industry Agreements under Research. The guidance in this table regarding gifts is included to contrast a gift from other funding mechanisms.

**CRADA** - There are many types of CRADA instruments used by DoD and other Federal Agencies. The guidance on this table is not all-inclusive.
The RSCs are offering pre-award services solely as of 9/1/2020.

Post-award services have been consolidated into one office under VPREDKE. For assistance with current awards, please contact your post-award contact. If you are not sure of your post-award contact, you can contact Stacy Williams at stacy.williams@utsa.edu.
Important Updates from NSF & NIH

Effective May 25, 2020 – NIH now requires the use of FORMS-F which includes a new biosketch with expiration date of 2023.

Please see the NIH website for more details at: www.nih.gov

The new NSF Proposal & Award Policies & Procedures Guide (PAPPG) became effective June 1, 2020. This included the use of new required templates for both the NSF Biographical Sketch and the Current & Pending document.

Due to COVID-19 shut-downs, NSF moved back the date that these new templates were required to proposals that will be submitted or due on or after October 5, 2020.

Please see the NSF website for more details at: www.nsf.gov
You’ve got questions...

We’ve got answers!
Breakout Rooms with your RSC

The Zoom host will put you in a breakout room with your RSC staff for more in-depth discussion.

We will adjourn from there. Thank you for coming today!