SCIENCE PRE-AWARD

PROPOSAL SUPPORT AND SUBMISSION

SCIENCE PRE-AWARD OFFICE

- The Science Grant Support Services team provides faculty and staff with professional, client-centered support and administrative expertise in the management of grant proposals.

- Primary responsibilities include:
  - Assisting faculty with proposal review and submission
  - Developing proposal budgets
  - Ensuring that proposal documents are compliant with sponsor requirements

PI CERTIFICATION

- This certification will assist in the understanding of internal and external processes, procedure, and regulations to help in submitting the best proposal possible

- Completion of this is required to submit proposals to external and internal agencies.

- To start your certification, please visit the Sponsored Programs webpage: https://www.clemson.edu/research/sponsored-programs/researchers/spc.html

REQUESTING A USERNAME

- An official request for a username is necessary for the following:
    - InfoEd (internal routing system)
    - NSF Fastlane
    - NIH eRA Commons
    - NASA NSPIRES
    - Any sub-agency of DHHS
- To request a username, login to your Clemson account here:
  https://limsub.app.clemson.edu/login/sign-in.php

CONFLICT OF INTEREST

- Public Health Service/NIH Funded Research projects are subject to federal policies regarding Financial Conflict of Interest.

- ALL named project personnel and participants must complete COI disclosures before a proposal can be submitted to a PHS/DHHS agency.

- Postdocs, graduate students, technicians, etc. named on the proposal must be cleared by Clemson University's COI administrator during the routing process.

- Information regarding Clemson's COI policy and how to file your disclosure can be found under the Division of Research webpage: https://www.clemson.edu/conflict-of-interest/. You can also find the link to file your disclosure on the Science Pre-Award webpage.

- A proposal will NOT be submitted to PHS/DHHS agencies if COI disclosures are not on file.

REQUESTING PROPOSAL SUPPORT

- For your convenience, you may notify our office of a proposal submission online through the Science website:

  https://www.clemson.edu/science/research/submit-grant.html

- Once your notification is received, your proposal will be assigned to a Pre-Award team member who will be your point of contact

- Proposals are assigned based on the workload of team members and sponsor deadlines

- If you do not use this link to request a point of contact, one may not be assigned

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PREPARING FOR ROUTE

- Prior to submitting your proposal to the sponsor, an internal review must occur through InfoEd

- PIs are *not* required to setup their proposals in InfoEd

- A proposal questionnaire is provided within an Excel workbook in the initial email from the Science Pre-Award office. This workbook also contains a budget spreadsheet

- The PI must complete the proposal questionnaire for their Pre-Award team member to setup their proposal in InfoEd

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PREPARING FOR ROUTE

- The assigned Pre-Award team member will assist in drafting your proposal budget

- Per Clemson University policy, all proposal documents must be in final format at the time of route.

- We request a proposal is ready to route 4 business days prior to the sponsor deadline in order to allow ample time for review and necessary edits

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PERCENT EFFORT VS. PERCENT ALLOCATION

- Percent effort and percent credit allocation are two different things:
    - <u>Percent Effort</u> – the ***amount of time*** dedicated to that project based on your salary. A PI working on more than one project should not exceed 100 percent of effort for all projects and university commitments. Summer salary for faculty with academic year appointments can be calculated on a maximum of 33% of a nine month academic salary.
    - <u>Percent Credit Allocation</u> – the ***amount of credit*** you agree to allot to the project based on how many Clemson Co-PIs and senior personnel are working with you. For example, a PI with one Clemson Co-PI on a project may choose to allocate 50% credit for the project to each of them.

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COLLABORATIVE VS. SUBAWARDS

- Collaborative:
  - Primarily an NSF feature
  - Multiple PIs from various institutions may apply to a proposal solicitation under one lead organization
  - Each PI initiates a proposal in Fastlane and selects "collaborative proposal" when completing the cover page. The PIs will share their temporary ID and PIN with the lead PI, who will link the proposals
  - The lead organization will provide the project summary, project description, references cited, mentoring plan, and data management plan
  - Organizations submit their applications individually by the proposal submission deadline

COLLABORATIVE VS. SUBAWARDS

- Subaward:
    - A subaward involves a lead PI at one institution and Co-PIs at one or more institutions
    - Only the lead organization submits a proposal to the sponsor
    - Each Co-PI must provide a budget, budget justification, scope of work, facilities document, biosketch, and possibly other supporting documents as requested by the lead PI's institution or the proposal solicitation
    - All documents must be finalized and submitted to the lead PI's institution prior to the submission deadline so that they may be reviewed and incorporated into the lead organization's proposal
    - If CU is a subaward to another institution, our subaward package must route 4 business days prior to the deadline provided by the lead institution

WHO REVIEWS A PROPOSAL

- During route, your proposal is reviewed by the preparer (our Pre-Award team member), an approver from the Office of Sponsored Programs, the PI and co-PIs, your department chair, and the ADD.

- In cases where Co-PIs or other key personnel are involved in the project from other colleges – whether effort is being provided or not –their department chairs will be included in the route as reviewers.

- If a post doctoral fellow is named in the project, the individual will also be included in the route.

PI RESPONSIBILITY IN ROUTE

- Once a proposal routes, the PI will receive an email notification requesting they review their proposal. For details on how to do this, please view the step by step videos on the Sponsored Programs webpage for researchers: https://www.clemson.edu/research/sponsored-programs/researchers/.

- Other notifications may come to you during route, such as "Proposal Returned for Corrections". In these cases, you may either check the status of your proposal in InfoEd or contact your assigned Pre-Award team member.

- If you are reviewing your proposal and notice an error, please use your discretion when determining to approve or return the proposal for corrections. Often your Pre-Award administrator can determine if the proposal should be returned.

ROUTING CLEARED – NEXT STEPS

- In most cases, a proposal clears route and the PI receives an email from their assigned Pre-Award team member to notify them.

- PI's are asked to make any final edits by 9:00am the day of the submission deadline.

- In the event a proposal is disapproved, the PI will be notified by their Pre-Award team member with the specifics as to why a reviewer disapproved.

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PROPOSAL SUBMISSION

- Once you let your Pre-Award team member know you are ready to submit your proposal, the Pre-Award office will proceed with submission.

- As a general rule, only an Authorized Organizational Representative from the Pre-Award office may submit a proposal to the sponsor.

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PRE-AWARD SERVICES AFTER PROPOSAL SUBMISSION

- Just in Time (JIT) information for NIH is submitted through our office

- Corrected/changed NIH proposals due to errors

- NSF proposal file updates must be PI initiated and AOR submitted

- Budget revisions requested by the sponsor prior to award

- Other sponsor requests prior to award

- Award set up

QUESTIONS?

Science Pre-Award Contacts:

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