

PRINCIPAL INVESTIGATOR TRAINING #2

Presented on: July 23, 2021

PRESENTATION OVERVIEW

- Review presentation #1
- Pre-Award Section:
 - Follow up to question(s) from presentation #1
 - NSF Proposal components
 - Grants.gov proposal components
- Post-Award Section:
 - Budget deployment
 - Co-PI's and other personnel updates needed
 - Correspondences



PRE-AWARD



RECAP FROM PI TRAINING #1

- *14 day window to prepare proposals*
- *Working together to make connections with Prime or sub recipients*
- *Developing proposals in sponsor portals ahead of due dates*
 - *Develop & Review budget*
 - *Develop & Review Biosketch*
 - *Develop & Review Scope of work, project narrative, etc.*
- *OSP will create Cayuse record*
- *OSP will create the BOR resolution for grant award acceptance by BOR*
- *OSP will inform Finance about new award setup*
- *SPAR form items: NCE, Budget revisions, PI Change Requests*

FOLLOW UP TO QUESTION(S)

- *Can a PI claim salary on multiple projects for summer salary (example)? – After some research, I found that if a PI has multiple awards from NSF then the summer salary is limited their academic salary regardless of all funded awards from NSF.*
- *Example:*
- *The PI has a \$60k base salary for a 9 month contract.*
- *NSF only allows 2 paid months of effort per year. (from NSF PAPPG - Unless additional effort support requested)*
- *\$60,000 / 9 months = \$6,667 monthly salary*
- *The PI can not receive more than \$13,334 per year = \$6,667 x 2 months*
- *Total effort on all 3 NSF grants cannot exceed 2 months, Maximum \$13,334*
- *Possible combination could be 1 month effort, .5 month effort, and .5 month effort on NSF grants in 1 year*
- *The same is true for other funders such as NIH, NASA, DHHS, etc.*

NATIONAL SCIENCE FOUNDATION PROPOSALS

- *Per the Proposal & Award Policies & Procedures Guide (effective for proposals submitted on or after June 1, 2020) the following items are required for submission:*
 1. *Budget and Budget Justification*
 2. *Current and Pending support*
 3. *Facilities and Resources*
 4. *Biographical Sketch in NSF Format*
 5. *NSF Prior support*
 6. *Postdoctoral Mentoring Plan (if applicable)*
 7. *Data Management Plan*

GRANTS.GOV PROPOSALS

- *Setup an account with grants.gov if not already in the system*
 - *Link to NTU by entering the DUNS # in place of the UEI # which is 080648561*
- *Workspace: add Tomacita Grey to your existing workspace or if OSP has setup the workspace, I will add you to the workspace.*
- *Basic forms include: (varies depending on the RFP)*
 - *1. SF 425 – Application for Federal Assistance*
 - *2. Budget SF-424A or Research & Related Budget*
 - *3. Project Abstract*
 - *4. Project Narrative*
 - *5. Attachments*
 - *6. Research and Related Senior/Key Person Profile*
 - *7. Other forms as identified in the application package*

POST AWARD

POST AWARD – RECAP AND FOLLOW UP TO QUESTIONS

- *Budgets*
- *Update on CO-PI's*
- *Correspondence*

BUDGETS FY21-22

- *Budgets will be sent out to all PI's.*
- *Please review your budgets, if there are questions please direct them to Geraldine and I attention.*
- *The budgets will be calculated as follows:*
 - a) Expenses from beginning of grant year to May 31, 2021 (end of fiscal year for 2021)*
 - b) Prior year budget – expenses = Carryover into June 01, 2021*
 - c) Some carryover amount will have positive or negative amounts.*
 - d) Negative amount will need cost transfers.*
- *The grant years continues as budgeted, this is for the fiscal year ending May 31, 2021.*

UPDATE ON CO-PI'S

- *Contracts and grants would like an update on all CO-PI's so please submit their names for each grants. The reason being is there are payroll issues, we need to know who is all being charged to the grant fund numbers.*
- *Contracts/Grants and Payroll office needs to be on the same page who should be charged by percentages (for example: academic year and summer). Geri had to do a lot of clean up. Some PI's and CO-PI's were not charged to their perspective grant fund numbers.*
- *Finance office can only go back 90 days to make adjustments to the general ledgers. We can no longer go back to last year from June 2020 to March 2021.*
- *Another way for me to keep track of all the PI's and CO-PI's pay account number will probably by keeping records of your PCN's. They will be kept on file in your grant folders – CONFIDENTALLY.*

CORRESPONDENCE WITH SPONSORS

- *Please cc me in your emails to the sponsors so I am aware of any new notification or documents that is needed.*
- *When a report is due share with me your narrative reports.*
- *I would like to be on the same page with the PI's and sponsors.*

Q&A; WRAP UP; INFO

- Any questions on the previous slides?
- When emailing Tomacita or Shirleen, cc osp@navajotech.edu so we can both answer your inquiries.
- PI Training #3 – August 6, 2021 – suggestions for future topics would be greatly appreciated (email osp@navajotech.edu)
- PI Training #4 – August 20, 2021