New Faculty Orientation: Office of Research Administration (ORA)

October 2, 2015
Office of Research Administration

- Proposal Submission
- Contract Review & Negotiation
- Award Administration

http://inside.mines.edu/ORA-Home

ora@mines.edu or 303-273-3411
Proposal Submission

Cayuse

- All proposals start in Cayuse SP (Start Proposal)
- Web based platform for proposal and award management
- Includes Intellectual Property, Export Control, Regulatory Compliance, Conflict of Interest for each proposal
- Routes proposals electronically for Center, Departmental, and ORA approval
- Provides submission platform to grants.gov
Cayuse Research Suite

CSM's web-based platform for proposal and award management

- Electronic proposal routing and certification
- Direct submission and validation of federal Grants.Gov proposals
- Proposal and Award Summary Information
- Proposal and Award status information
- Official repository for proposal and award documents

https://inside.mines.edu/ORA-Training-Cayuse
Types of Proposals:

- National Science Foundation (NSF)
- Departments of Energy, Defense, Agriculture, etc.
- Industry
- Transfers
- State of Colorado
- Subcontracts
What do I Need to Provide ORA?

- Budget in the Mines Excel format
- Detailed budget justification
- Copy of solicitation, if applicable, or web link
- Technical proposal or statement of work
- Other documentation as required by sponsor

- Please provide a 2 week notice for all Proposals
What will the Analyst do?

- Review solicitation
- Train and assist with Cayuse
- Review and prepare proposal documents for submission
- Submit and finalize proposal documents
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Contract Review & Negotiation

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What does the ORA Contracts team do for you?

- Reviews and accepts all award documents; including NDAs, MOUs, etc.
- Protects your right to publish
- Protects your intellectual property
- Removes troublesome or burdensome award conditions
- Issues any subcontracts under a prime award
- Assists with formalizing project changes (SOW, budget, project team)
## Contract Review & Negotiation

<table>
<thead>
<tr>
<th>What types of contracts does ORA work on?</th>
<th>What types of contracts does ORA <em>not</em> work on?</th>
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</thead>
<tbody>
<tr>
<td>...Anything <em>research</em> related!</td>
<td></td>
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<tr>
<td>- Federal grants and cooperative agreements</td>
<td>- Purchasing agreements for goods and supplies</td>
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<tr>
<td>- Federal and Industry contracts</td>
<td>(Procurement Office)</td>
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<tr>
<td>- Purchase Orders</td>
<td>- Gift Agreements (Mines Foundation)</td>
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<td>- Non-disclosure agreements</td>
<td>- IP Licenses (Office of Technology Transfer)</td>
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<td>- Subcontracts</td>
<td>- Rental or Leasing Agreements</td>
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<td>- Consortia Membership Agreements</td>
<td>(Procurement Office or Legal Services)</td>
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<tr>
<td>- Non-profit/Foundation Grant Agreements</td>
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</table>
What could delay my research contract?

- Proposal not submitted through ORA
- Revised budgets or statements of work
- Unacceptable terms and conditions that require negotiation
  - intellectual property, publication restrictions, payments, indemnification
- Agreements received unsigned by the sponsor
- Compliance concerns
  - export controls, human subjects, cost share, conflicts of interest
Pre-Award and At-Risk Spending:

- **What is it?**
  Provides institutional approval to spend funding that has not been received by a sponsor or during contract negotiation, if necessary.

- **How do I request one?**
  Complete the At-Risk Fund Request form found on the website and return to ORA.  [http://inside.mines.edu/ORA-Forms-Templates](http://inside.mines.edu/ORA-Forms-Templates)

- **Are some requests more risky than others?**
  Yes. Federal grants have a very low risk while industry contracts have a very high risk. Your Contract Administrator can help you determine the risk for your specific situation.
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Roles and Responsibilities:

Award Management is a shared responsibility between the PI and ORA:

- **Principal Investigator:**
  - The PI is responsible for all aspects of the sponsored project administration, both technical and financial.
  - **Includes:**
    - All research including deliverables
    - Technical final/progress reporting
    - Project period of performance
    - Budgets & balances including Cost Share and TTO costs
    - Closeout memos and all technical reports
ORA will help you manage the financial piece of the project by:

- Setting up and modifying sponsored award information in Cayuse and Banner databases.
- Setting up or adding budget to an award
- Helping to monitor expenses and balances on an award
- Processing journal entries and payroll reallocations for correct expenses
- Submitting or helping to submit both interim and final financial reports to sponsors
- Collecting funding from research sponsors
- Closing and terminating an award in the CSM databases
ORA will help you manage the financial piece of the project by (continued):

- Reviewing the following for compliance with award terms and conditions, the Uniform Guidance, and institutional policies and procedures before processing:
  - Travel on sponsored awards
  - Purchase requisitions for supplies and equipment
  - HR salary implementation contracts
  - Interdepartmental Sales & Service forms (ISSV)
  - Journal entries & salary reallocation

- Assisting PIs with financial & compliancy questions
Where can I monitor fund activity?

- Self Service Banner (SSB)
- Eprints
- Internet Native Banner (INB)
  - Please see your Grant Administrator if you have questions
Post Award Management

Billing Department

- James Gleason – Grant Billing Administrator
  - Invoicing and Accounts Receivable
  - Collections

- Eleanor Maes – Consortium Administrator
  - Consortium Management
  - Time & Effort Reporting Manager
  - Cost Share Monitor
  - Subrecipient Monitor
Closeout

- Closeout emails are *electronically generated* and emailed based upon the end date of the award.
  - 90, 60, 30 day pre-closeout reminders
  - 0, 30, 60, 90, 120 day, etc. after end of project

- Closeout memos accompany the electronic emails, along with a current financial statement and should be returned to ORA to fully close the award.

- All final financial reporting will be handled by ORA, including patent and property reports.
Thank you!

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