Hit Record

Working with the Office of Research Administration

College of Public Health- Office of Research Administration
1101 W Montgomery Ave, Bell Building (Tech Center), 3rd floor, suite 371K
CPH Tab of TU Portal:
https://tuportal6.temple.edu/group/cph/home
Click Faculty and Staff Resources and then Scroll down to Research Resources

Temple University
College of Public Health

Schedule

1:00pm to 2:00pm

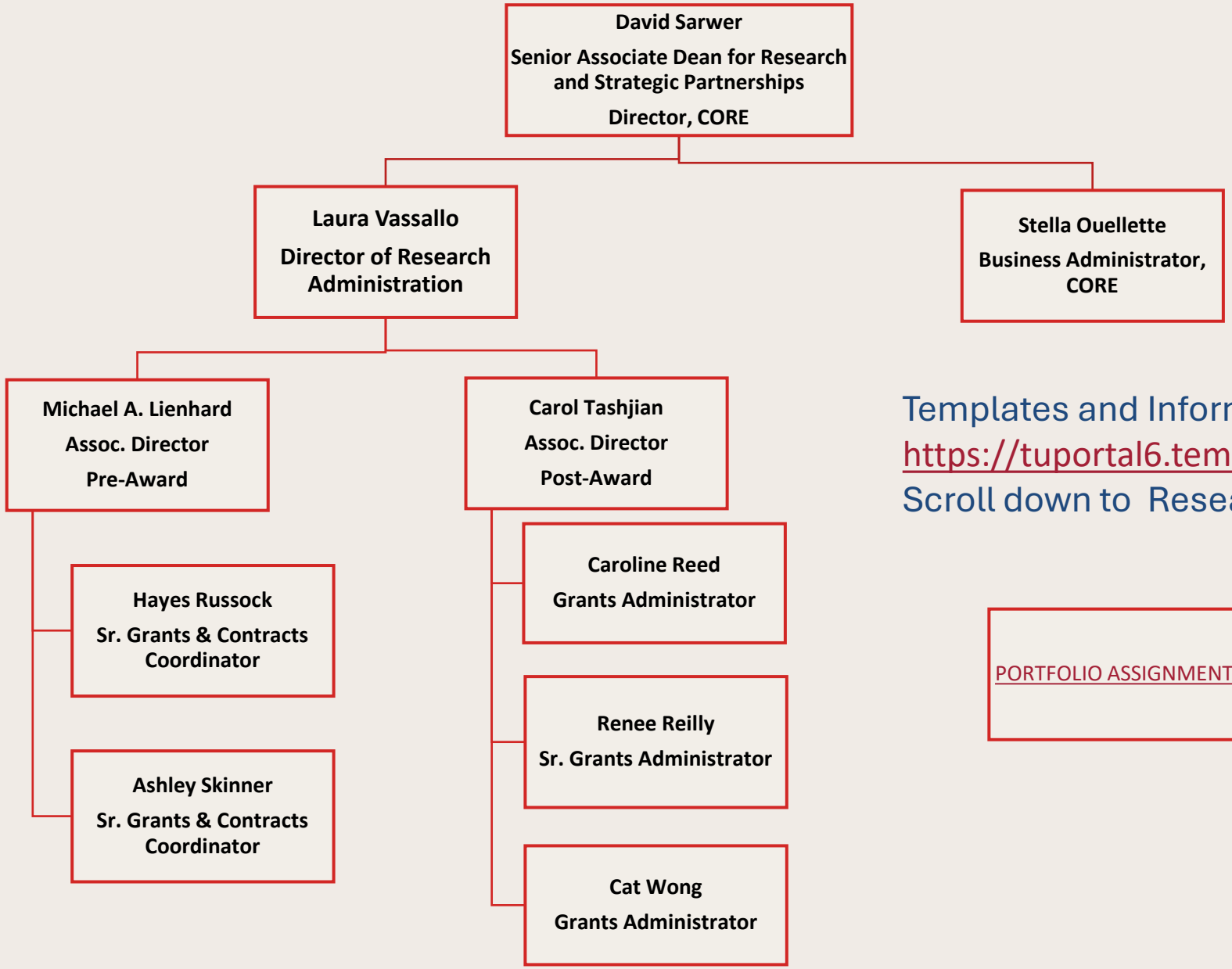
- Introduction- David Sarwer
- General Overview ORA- Laura Vassallo
- Pre-award- process- Michael Lienhard
- Post-award- general-Carol Tashjian
- Next steps and other information- Laura Vassallo (if time permits)
- Questions, reviewing Q&A, and Chat

2:00-2:30 (for anyone interested)

- *Questions regarding specific situations or detailed budgeting and spending questions.*
- *Review of Documents loaded in Chat*

Temple University
College of Public Health

CPH Research Administration



Templates and Information:
https://tuportal6.temple.edu/group/cph/faculty-and-staff-resource
Scroll down to Research Resources and Filter by Category!

PORTFOLIO ASSIGNMENTS

Temple University
College of Public Health

CPH Research Administration

- The CPH Office of Research Administration (ORA) supports the sponsored projects of the college. We partner with our investigators to provide high-quality and value-added, pre- and post-award support to CPH investigators as they seek to secure and manage external funding. ORA values partnering with our PIs to provide high-level support.

Our most-important responsibility is to ensure all proposal submissions and spending on grant awards are compliant with all applicable Federal, University and College policies and procedures. We do this by :

- Maintaining current on the ever-changing landscape of Federal Award terms and conditions for Grant award and proposals.
- For non-federal awards, detailed review of the Notice of Award.
- We ensure investigators are aware of requirements specific to their award or proposal submission.

Temple University
College of Public Health

What is a Sponsored Project?

A sponsored project is defined as an activity that is funded by (e.g. sponsored), by an external organization, such as a federal, state, private organization, another university or foundation.

The characteristics of a sponsored project include:

- **Funding is awarded to the University under the direction of a Principal Investigator/Project Director:** Financial stewardship of sponsored research funds is a shared responsibility with the PI, College and University.
  - ***The Office of the Vice President for Research must approve and submit all grant applications.***
- Specific scope of work or set of specific aims
- Specific period of performance
- Reporting requirements, including technical and financial reports
- Financial accountability - the funds must be separately budgeted and accounted for
- Compliance with award terms and conditions

There are many different funding mechanisms for a Sponsored Project (eg, Federal NOA, contract, Subcontract, subaward, award letter).

Temple University
College of Public Health

Principal Investigator Definition

Principal Investigators have the ultimate responsibility for managing and achieving the overall (scientific and administrative) success of the sponsored research award. You are the CEO of your grant!

By accepting the role of PI or acting in a PI capacity at Temple University, an individual agrees to be subject to all applicable Federal and state laws, regulations, as well as applicable University rules and policies.

Source: https://research.temple.edu/grants/roles-and-responsibilities and https://research.temple.edu/research-administration/principal-investigator-policy

From the CPH Manual:

Project Directors and/or Principal Investigators (PD/PI) on sponsored programs (grants or contracts) have important financial, administrative, and supervisory responsibilities to the university. It is necessary that those who fill these roles have appropriate training, support, and oversight.

Temple University
College of Public Health

Thinking about Extramural Funding?

- Does the project align with the College's Strategic Plan (Mission and Vision)
  - *Discuss with your Chair*

- Is the purpose of this opportunity aligned with my research interests and goals

- Funding available is sufficient to carry out the work of the grant
  - *PI Salary*
  - *Staff*
  - *Subawards*

- If funded, where will this lead and what are my next steps?
  - *Grants to obtain preliminary data that will lead to even larger awards*
  - *Grants that will result in Scholarship, collaborations and partnerships.*

Temple University
College of Public Health

When do you need to work with ORA?

Anytime you are requesting funds or funds become available to support your research and/or projects- you must contact ORA. Examples:

- All Proposal submissions requesting funding from outside sponsors
- Letters of Intent, Pre-proposals, white papers
- Proposal submissions where you are a collaborator or co-investigator. (proposal will be submitted by another organization or another College in the University)
- Non-Competitive budget requests:
  - E.g.- you are contacted by an organization that has funding available and they are willing to provide funds to support your research.

No matter how small the proposal, or how simple the application may seem, you must work with our office for all proposal submissions. .

Temple University
College of Public Health

First encounter with ORA?- what does it look like? (Pre-award)

- Reach out to us early (at least 6 weeks before a grant is due) - even if you are considering submitting a grant
  - *Why?* -
- Pre-award Coordinator will set up a meeting to review opportunity, start budget process, and review checklist
  - *Grant submission Checklist and Deadlines for all documents will be provided (more details about this will follow)*
- The time period between this meeting, and the routing deadline is the most critical for communication with ORA
  - *Many e-mails back and forth re the budget and other questions*

Temple University
College of Public Health

Working Together: ORA Responsibilities

- Respond to all questions and requests in a timely fashion
- Provide clear and consistent communication- and be transparent. We will let you know of any changes, new information, delays.
- Ensure you have all the tools, templates, information needed to complete your tasks.
- Ensure compliance with college and university policies, such as HR, Internal Audit, Controller's Office and Risk Management.
- Communication with partners (subawardees, collaborators, etc.)
- Communication with Grants Management Specialists/Administrative personnel on the Sponsor Side

Temple University
College of Public Health

Working Together: PI Responsibilities

- Ensure you respect and meet our deadlines. They are put in place based to ensure successful and stress-free submissions and ensure longer processes are completed as expediently as possible (eg Hiring, Purchasing)
- Respond to all questions and requests in a timely fashion- this is critical for workflow and efficiency of our office, *provide details*
- Respond to all Sponsor Requests and forward to ORA (including NOAs)
- Communicate often and be transparent. **Let us know of any changes/un-expected delays, times you may be away from the office** - We are here to help.
- Trust us with the admin side of things – So you can focus on what matters
- Provide contact information for all collaborators and partners.
- Communicate with Scientific Program Officers/Sponsor Science Officers as needed

Temple University
College of Public Health

Indirect Costs

- Temple is required to charge their federally negotiated F&A rate for organized research (58.5%) on all proposal budgets for research projects, unless there is a different rate indicated by the funder (e.g., Private Foundations/non-profits).
- In rare instances, the Office of the Vice President of Research will approve the use of our federal negotiated off-campus rate (26%), or other sponsored projects rate (39.4%).
- Faculty members are NOT authorized to negotiate F&A rates with potential funders.

More information can be found here: https://research.temple.edu/research-administration/post-award-management/federal-audits-negotiated-rates

Temple University
College of Public Health

Effort Guidelines

These guidelines ensure that investigators are making appropriate effort requests that accurately account for the time dedicated to a project and are consistent with the Work Effort Policy of the College.

Please use the following guidelines in the creation of your budgets for Key Personnel. *Consult with your Chair early on in the application process regarding requests for exceptions or course release*

Project Role	Recommended Effort
Principal Investigator	25-40%
Co-Investigator (Collecting Data Locally as sub-award PI)	10-20%
Co-Investigator (Contributing Expertise within Temple or as sub-award)	10%
Biostatistician (sample MINIMUM effort for 5 Year Project)	10%,10% 10%,10%,15%

Temple University
College of Public Health

Things to keep in mind/be prepared for

- Everything at Temple takes time, there are processes for everything with an approval workflow. Be patient (reach out early)
- Requirements/processes may seem burdensome. For the most part, they are all in place for a reason, (often Federal or Sponsor driven)- be adaptable.
- Rules/regulations change on a regular basis- trust ORA top keep on top of these.
- Do not sign any document provided by a sponsor, always check with ORA

Temple University
College of Public Health

- Send over to Michael for Pre-award

Temple University
College of Public Health

Next Steps

- **Create an account in Temple's eRA Sytem-** Temple's system to system, all in one Grants Management platform: https://era.temple.edu/tu_login/login.asp follow steps for first time user.
- Sign up for OVPR Research List-Servs: https://research.temple.edu/research-listservs#overlay-context=research-listservs
- NIH Commons ID: Needed if you are listed as key-personnel on an application to the NIH: https://research.temple.edu/grants/grants-forms-and-templates/nih-commons-id (enter PI as role)
- NSF ID: Needed if you are listed as key personnel on an NSF application: https://apps.research.gov/account/registration

Temple University
College of Public Health

Central Offices that Support Research

The Office of Vice President of Research- https://research.temple.edu/

- *ORA works very closely with OVPR*
- *They are responsible for approving ALL grant applications.*

- Institutional Review Board: https://research.temple.edu/research-compliance/institutional-review-board-irb

- Conflicts of Interest: https://research.temple.edu/research-compliance/conflict-interest

- Responsible Conduct of Research (RCR): https://research.temple.edu/research-compliance/responsible-conduct-research-rcr (NSF awards require RCR training)

Temple University
College of Public Health

Temple University
College of Public Health