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March 2010

## What's New at Sponsored Programs

Dennis J. Paffrath

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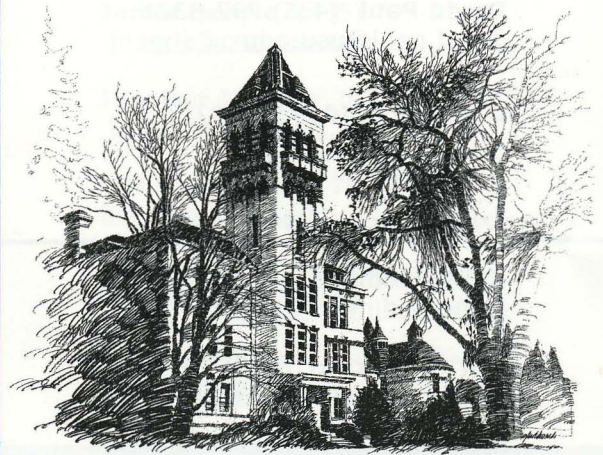
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**UtahState**  
**UNIVERSITY**

# What's New at...



# Sponsored Programs

1415 Old Main Room 64, UMC 1415  
Logan, Utah 84322-1415  
Phone: (435) 797-1226  
Fax: (435) 797-3543  
Email: [SponsoredPrograms@usu.edu](mailto:SponsoredPrograms@usu.edu)

## Sponsored Programs Office

### Director

**Dennis J. Paffrath** (435) 797-8302  
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### Staff Assistant

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### Contract Administrators\*

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**C. Bruce Kidd** (435) 797-3437  
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### Contract Specialists\*\*

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**Norma Buxton** (435) 797-1659  
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**Corey Burger** (435) 797-1661  
[corey.burger@usu.edu](mailto:corey.burger@usu.edu)

**Jeff Coleman** (435) 797-1223  
[jeff.coleman@usu.edu](mailto:jeff.coleman@usu.edu)

### Webmaster/Computer Support

**John Moen** (435) 797-1228  
[john.moen@usu.edu](mailto:john.moen@usu.edu)

*\*Contract Administrators are responsible for proposal review and approval, grant and contract negotiation and approval, have signature authority, and answer administrative and contractual questions related to agreements.*

*\*\*Contract Specialists are responsible for account setup and data maintenance.*

### Visit Us On the Web

[www.usu.edu/vpr/funding/programs](http://www.usu.edu/vpr/funding/programs)

## who's who at... S

### College

### Admini

Agriculture .....	David Paul
Business .....	John Sites
Education .....	David Paul
Engineering .....	John Sites
Extension .....	Bruce Kidd
HASS .....	John Sites
Information & Learning .....	John Sites
Natural Resources .....	Bruce Kidd
Science .....	Bruce Kidd

### Administrative Units

### Adminis

Biotech. and Genomic Research Center .....	Dennis Paul
Graduate School .....	John Sites
Instructional Technology .....	John Sites
Provost .....	Dennis Paul
Small Business Administration .....	Bruce Kidd
Student Services .....	David Paul
Vice President for Research .....	Dennis Paul

### Who We Are

Utah State University participates in nationally applied research as a Carnegie Doctoral Research Institution. We are committed to the quest for knowledge and to help society meet its educational, and social challenges.

USU research proposals totaled \$318 million and \$100 million in grants in June 2003. USU ranks highly in the amount of research funding received.

USU's Sponsored Programs Office is responsible for the creative activities of faculty members; facilitating liaison with federal and provincial granting agencies; and the promotion of Utah State University scholarship and creativity is valued.

USU's Sponsored Programs offers the following services:  
Funding information services provided through the Office  
Proposal budget development,  
Review and approval of proposals,  
Administrative oversight during project period  
Administrative closeouts of projects.

# Sponsored Programs?

	Specialist	Accountant
.....	Jeff Coleman	Tyson Griffin
.....	Kellie Hedin	Phil Kraus
.....	Jeff Coleman	Jamie Henrie
.....	Norma Buxton	Jennifer Jenkins
.....	Norma Buxton	Phil Kraus
.....	Kellie Hedin	Phil Kraus
.....	Kellie Hedin	Phil Kraus
.....	Corey Burger	Bryan Meacham
.....	Kellie Hedin	Bill Jensen

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.....	Norma Buxton	Bryan Arnell
.....	Kellie Hedin	Phil Kraus
.....	Corey Burger	Bill Jensen
.....	Corey burger	Bryan Arnell
.....	Kellie Hedin	Phil Kraus

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ensive Institution. Research serves to further the  
ntific, technological, environmental, economic,

rch awards totaled \$138 million for the year ending  
h expenditures per faculty members.

e promotion and support of research, scholarly and  
ty success in obtaining external research funds;  
overnment departments, foundations and industry  
s a comprehensive university in which research,

to USU research faculty and staff:  
s,

## Controllers Office

2400 Old Main Hill, Rm. 26  
Logan UT, 84322-2400

### Accounting Supervisor

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### Sponsored Programs Accountants

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**Phil Kraus** (435) 797-1067  
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**Bryan Meacham** (435) 797-3921  
[bmeacham@cntr.usu.edu](mailto:bmeacham@cntr.usu.edu)

### New Sponsored Research Advisors

Need help with responding to a Sponsor's requirements regarding technical writing or proper wording for a proposed research project? Contact one of our new Sponsored Research Advisors, who will advise and aid in the technical research submittal process.

#### James P. Shaver

Office: (435) 797-1836  
Fax: (435) 797-3543  
Email: [shaver@cc.usu.edu](mailto:shaver@cc.usu.edu)

#### Anne Anderson (NSF Advance Grant)

Office: (435) 797-3407  
Fax: (435) 797-1575  
Email: [anderson@biology.usu.edu](mailto:anderson@biology.usu.edu)

### Visit Us On the Web

[www.usu.edu/vpr/funding/programs](http://www.usu.edu/vpr/funding/programs)

## **New and Improved Forms**

Within the past year the Sponsored Programs Office has acquired additional staff and support in order to serve the USU Research community better. We are committed to orderly and timely facilitation of proposals and awards.

To facilitate the ease of submitting administrative documentation for proposed and awarded research projects, our web site now contains fillable Adobe Acrobat forms that may be filled out, signed, dated and submitted to the Sponsored Programs Office. Some of the forms include:

- The Proposal Approval Form
- The Letter of Guarantee Form
- The Justification Waiver for Facilities and Administrative Costs
- A Proposal Budget Cost Template
- Conflict of Interest Disclosure Forms
- Subcontracting, Consulting, Honorarium Agreements and Checklists
- Final Inventions Statement Form

For other general Proposal, Accounting, Rate, Personnel, Governmental Agency Forms, Templates and Web links please visit our web site.

## **Subcontracts/Honorarium Agreements**

The Sponsored Programs Office, the Controller's Office, and the Purchasing Office have revised the procedures for processing payments for Subcontracts and Consulting/Honorarium agreements. For any funds that are not considered Sponsored Program funds (i.e. state appropriation, F&A return, etc.) you MUST contact Purchasing to complete the transaction.

Subcontracts will still be negotiated and approved by the Sponsored Programs Office, but all invoice payments will be processed by the Controller's and Purchasing Office. This will allow for checks and balances in proper payment of expenditures. The Controller's Office will receive all invoices and review for allocability, reasonableness and allowability of expenses contained in such invoices. The Purchasing Office will obtain Principal Investigator's final approval via signature for all expenses and will process all payments.

Consulting/Honorarium Agreements have been revised to increase the amount to \$25,000. If the payments to an individual or organization exceed \$25,000 over the life of a grant, a subcontract must be negotiated and approved by the Sponsored Programs Office.

## **90 Day Close-out Memorandums**

In order to complete the administrative and financial close out procedures for any sponsored award the Sponsored Programs Office will be sending out a memorandum informing the Principal Investigators that the project will be ending in 90 days and to please provide the Sponsored Programs Office with a request to extend the grant, or begin the process of shutting down all financial and administrative obligations.

## **New Policies and Procedures**

*Any policies and procedures listed below have been reviewed and approved by USU's Research Council and/or Faculty Senate.*

### **2 Day Processing Policy**

Due to more stringent compliance regulations from federal, state, and private funding sponsors, the Sponsored Programs Office will now require 2 full business days prior to the sponsor submittal deadline date for review and approval of the proposal by the Sponsored Programs Office.

### **Letter of Guarantee Form**

In the past, a Principal Investigator was allowed to submit a standard letter to the Sponsored Programs Office requesting an account to be set up in advance of receiving a Sponsored Award. In order to set up an account in advance of receiving the award, the Letter of Guarantee form which can be found on the SPO website, must be filled out and signed by the PI, Department Head and the Dean of your College.

### **Limited Submissions**

A new procedure has been put in place to review proposals, which have a sponsor requirement on how many proposals may be submitted for this particular solicitation. Please review the procedure which is posted on the SPO website. In brief, a white page will be submitted to the SPO, which will then be reviewed by an internal committee. This committee will be brought together under the direction of the Vice President for Research. At the conclusion of the internal committee's review, the Principal Investigator for the selected proposal will be notified. The selected Principal Investigator will follow the normal procedures in processing the proposal for the Sponsored Programs Office.

### **Budget for Matching Costs**

In order to facilitate the processing of sponsored awards, Principal Investigators will be required to submit a budget containing the matching costs. This budget page is now part of the Proposal Approval Form, specifically page 2 of 3. Signatures by responsible parties and accurate account numbers will need to be included.