Introduction to Virginia Tech’s Proposal Submission Process

Presented by
Office of Sponsored Programs
Pre-Award Associates
Roadmap

• Definitions of terms
• Overview of OSP
• Components of a Proposal
• The Role of Pre-Award
• Submitting the Proposal
• Summit
• Budgeting
• Budget Justifications
• Tips
• OVPRI Resources
• Questions & Contacts
Housekeeping

• A couple 5-10 minutes breaks will be provided
• Restrooms are located down the hall or behind the central kitchen
• Questions
  • Due to time considerations, please hold questions until the end
  • Associates will be available after the presentation
  • Unanswered questions can be emailed to newPI@vt.edu
What is a Sponsored Program?

- Sponsor is external to VT
- Funds are awarded for a specific purpose
- Restrictions on the use of funds
- Specific timeline for completion of project
- Deliverables, e.g. progress report, services, etc.
- Sponsor is billed for project costs
Sponsors can be...

Federal

State

Foundations/Non-Profits

Industry/Commercial

Other Universities

International Organizations
For all Sponsored Funding:

- Virginia Tech is the applicant
- OSP, the Department and College must approve the budget
- OSP must submit the proposal or provide approval to PI for submission
Prime Applicant or Subaward?
As a Virginia Tech PI, you may be the prime applicant or a subaward...

Whether you’re the Prime or the Sub, you need to work with OSP to submit a proposal to your sponsor
# OSP Organization

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trudy M. Riley</td>
<td>Associate Vice President for Research and Innovation, Sponsored Programs</td>
<td>Office of the Vice President for Research and Innovation</td>
</tr>
<tr>
<td>Lauren Magruder</td>
<td>Director of Pre-Award</td>
<td></td>
</tr>
<tr>
<td>Kamala Upadhyaya</td>
<td>Sr. Director of Sponsored Programs, Post-Award</td>
<td></td>
</tr>
<tr>
<td>Divya Amin</td>
<td>Director, Assurance and Outreach</td>
<td></td>
</tr>
<tr>
<td>Daniel Cockrum</td>
<td>Interim Director of Contracts</td>
<td></td>
</tr>
</tbody>
</table>
OSP: 4 Teams to Help You

- Assists faculty and staff in preparing and submitting proposals

- Provides continuous monitoring of financial transactions

- Negotiates and executes contracts

- Assists with financial accounting and award administration
OSP: Your Research Partner

OSP provides support throughout the lifecycle of a project.

- We know the regulations in detail and get regular updates
- We can review and sign contracts (PIs do not have signing authority)
- We can legally negotiate with sponsors to preserve your rights (IP, publications, data, etc.)
- All of our questions and guidance can help keep you (and the University) from getting fines/charges/ and unwelcome news coverage
The Proposal
Every proposal, whether VT is the lead (or prime) applicant or a sub, requires the following:

• Statement of work
• Budget
• Budget justification

Let’s look at these more closely...
Statement of Work (SOW)

As the Lead/Prime

- Technical Narrative of your project

As the Sub

- Brief scope of work outlining your share of the project
Budget

Line Item Details

• How much money you need to carry out the project

Must be completed with Pre-Award using a VT template

• Stays with the University file

Final budget may need to be translated into sponsor budget form

• Gets submitted to the sponsor
Budget Justification

Written narrative of your budget

- Basis for calculation of costs
- Justification for expenses
- VT has standard language for some elements
Other Components

Depending on the proposal guidelines and who the sponsor is, you may also need:

- Letter of commitment signed by OSP
- Other sponsor forms
- Biosketch
- Current and Pending Support
- More.....
If you have subrecipients....

You need a full proposal from each subrecipient on your project 1 week before the VT submission deadline:

- Letter of commitment signed by OSP
- Statement of work (SOW)
- Budget and justification
- Other required sponsor forms
- VT subrecipient datasheet
How Can the Pre-Award Team Help You?
Pre-Award:

- Reviews the Request for Proposal (RFP)
- Creates the budget in accordance with PI specifications
- Assists PI in completing sponsor forms
- Ensures appropriate reviews have taken place – COI, Export Control, Contractual
- Prepares cover letter/Reps-Certs/Sub forms
- Obtains all required signatures on proposal documents
- Reviews proposal for compliance with RFP
- Submits proposal to sponsor OR provides approval for PI to submit
After Submission

Pre-Award:

• Works with faculty to correct or resolve any issues in the proposal package
• Submits updates or revisions
• Coordinates answers to sponsor regarding proposals
• Files all after-submission communication
• Transmits award documents to Contracts team
• Answers questions from Contracts/Post-award
PI Responsibilities

• Finding funding opportunities
• Reading & understanding the RFP
• Notifying Pre-Award in timely manner
• Communicating with subs
• Completing budget forms and other types of forms
• Editing/proof reading
... and of course, writing the proposal!
Submitting the proposal to the sponsor

Method of submission will depend on the sponsor:

- Through the sponsor submission portal
  - Examples - Fastlane (NSF), NSPIRES (NASA)

- Through Cayuse
  - Examples – sponsors requiring submission through grants.gov Workspace

- Sent via email
  - Example – submissions as a sub to another university

- Sent via hardcopy
  - Example – State of Virginia
Transferring Awards to Virginia Tech

- Get approval from sponsor and former institution to transfer award
- Finalize all expenditures and obtain amount to be transferred
- Notify your Pre-Award as soon as possible

Your existing award is still a “New” proposal to VT, so it will need to go through Summit, budgeting, approval, etc.
Virginia Tech’s Electronic Research Administration system
What is Summit?

- University record of proposal
- Allows you to communicate with Pre-Award about your budget and proposal
- Allows you to easily obtain required budget approvals from departments and colleges
- Collects answers to required compliance questions

Internal system only; only available to university employees
What Summit Is Not

Summit is NOT a submission portal and it does NOT communicate with SPONSOR submission portals. It won’t write your proposal for you. It can’t and will not answer questions for you about whether or not your laptop is an export. It can’t call your mom. Although it would like to, it won’t make you a sandwich at 2 a.m.
When do I initiate a proposal record in Summit?

Answer: As soon as possible

• As soon as you find an opportunity you want to apply to, initiate the proposal in Summit.
• This does the following:
  • Places your proposal on the Pre-Award calendar
  • Puts your proposal in your Pre-Award Associate’s queue
  • Allows us to do a RFP review
  • Allows us to get Contracts get involved if needed
  • Lets us review to see if it is a Limited Submission opportunity
Summit: How to initiate a proposal record

https://summit.cloud.vt.edu/

Click “Go To Summit”
After you log in, you should see something like this:
Once you click Get Started, Summit will take you through some screens to initiate the proposal:
How to request a budget

During initiation of proposal record...

Would you like to request a budget?

- Yes
- No

If you’re not ready to request a budget, no worries! It can be done later too!
But as soon as you can!
### Budget Information Section

#### Development

<table>
<thead>
<tr>
<th>Period of Performance</th>
<th>08/01/2020 to 07/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Location</td>
<td>On-campus</td>
</tr>
<tr>
<td>Indirect Type</td>
<td>Federal/Default</td>
</tr>
<tr>
<td>Indirect Rate</td>
<td>60%</td>
</tr>
<tr>
<td>Indirect Rate Reason</td>
<td>Full Indirect</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>No</td>
</tr>
<tr>
<td>Subfunds Needed</td>
<td>No</td>
</tr>
</tbody>
</table>
Summit lets you leave a comment for the assigned Pre-Award Associate, or respond to their comment.

Comment in a section

Comment on a specific document by using File Actions and then Add Comment
Comments ...continued

When you make a comment, Pre-Award sees a notification in Summit that you made a comment on your proposal.

When Pre-Award makes a comment, you will see a notification in Summit that a comment has been made.

When you’re actively working on a proposal, leave Summit open so you see the notifications.
Summit vs. Email

All communication is kept in one place.

Notifications in Summit when comments are made.

• Be sure to leave a comment when you upload a document

All versions of documents are in a central location.

Proposal is automatically assigned to correct Pre-Award Associate

• Be sure to choose the correct submitting organization
Why do we ask so many darn compliance questions?

COI, OESRC, IACUC, IRB, IBC

Answering these at the proposal stage allows us to start managing issues ahead of time so that we can accept your award more quickly once it arrives.

You must answer these for every proposal because every proposal is different.
Remember...
No worries!

You can’t break Summit

You are computer literate so try it

If it isn’t logical and you need more direction, check with your Pre-Award Associate for additional help.
I need a budget estimate for your project.

One billion dollars.

That doesn’t sound reasonable.

I’ll shout numbers and you can stop me when one sounds reasonable.

Please stop being you.

Eleven!
Why you need Pre-Award to assist with your budget

- We have access to current salaries for VT faculty & staff
- We apply escalations in accordance with VT’s costing and estimating procedures
- We apply the most current fringe, tuition and indirect rates – these may change yearly
- We know how to comply with university, sponsor, and federal regulations
- We can help categorize line items appropriately

Budgeting must be consistent across the university
Why you need Pre-Award ....continued

Sponsors frequently come back and ask how you calculated the numbers you provided. Pre-Award can assist with those details.
Beating a dead horse...

• There is no upper or lower limit to the amounts we handle
  • Repeat – THERE IS NO LOWER LIMIT to what OSP handles
• The sponsor doesn’t matter – we handle government, commercial, and foundation sponsors as well as situations where VT is the subaward
• If you want the money to come into the university, be handled by the university, and pay for salary or items you will use in your research, it needs to come through OSP
  • One exception - If it is a gift, then it might go through the Foundation (we can help you figure it out)
When to request a budget

ASAP – when you know you will submit a proposal, please initiate the proposal record in Summit and request a budget

If you know or think you will have a subcontractor(s), start early as we need their documents/proposal one week before the submission deadline

Juggling development of both the narrative and the budget can be a challenge

• Don’t focus solely on the narrative at the exclusion of the budget until the last minute
• Budgets can take time to sort out so the sooner you start, the sooner it is done and you can focus on the other parts
Budget: Getting Started

Info you will need on hand:

• The RFP/solicitation/application guidelines
• Proposal Submission Deadline
• **Start and End dates** (period of performance)
• F&A (Indirect) Rate determiners
  • On vs off campus
  • Research vs outreach vs instruction
• Costs /effort per year
• Subfunds
• Target/Maximum Total Costs

But…
Don’t wait to start if you don’t have it all
Budget Elements

YOU CHARGED EXPENSES TO MY PROJECT CODE.

I HAD TO BECAUSE I DON'T HAVE A BUDGET.

THIS WILL MAKE IT SEEM AS IF I WENT OVER BUDGET WHILE YOU DIDN'T SPEND A PENNY.

GOOD POINT.

HOW'S YOUR PROJECT COMING ALONG WITH NO BUDGET?

BETTER THAN I'D HOPED.
Names of Personnel, if known

- Full first and last names
- No nicknames please
- Middle initial helpful
- Banner ID helpful

Faculty Effort

- Level of effort per year – cannot exceed 100%
- AY or Summer if academic-year appointment
Personnel... continued

**GRAs - CY, AY or Summer**

- Level of effort per year
- Step level
- Blacksburg or Northern campus
- Engineering, Architecture, CALS, etc.

**Post Doc**

- Provide name or Annual salary if TBN
  - Minimum $47,500
Undergraduates

- AY or Summer
- Fringe included if Summer

Wage

- Total Amount per year or number of hours, weeks, hourly rate
- Wage employees are limited to 1500 hours per year
Escalation Factors automatically included

- Faculty: 4% on December 1\textsuperscript{st}
- Wage, Classified Staff: 3% on December 1\textsuperscript{st}
- GRAs: 4% on August 16\textsuperscript{th}
Fringe

Automatically applied according to classification of personnel

Current Rates (located at bottom of VT template)

- This table can be copied and pasted in to the budget justification

Categories:
- Regular Faculty
- Research Faculty
- Part-time Faculty
- Summer Faculty and Wage
- GRAs
- Classified Staff

<table>
<thead>
<tr>
<th>Categories</th>
<th>On/After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Faculty</td>
<td>36.00%</td>
</tr>
<tr>
<td>Special Research Faculty</td>
<td>37.00%</td>
</tr>
<tr>
<td>Part Time Faculty</td>
<td>22.25%</td>
</tr>
<tr>
<td>Summer Faculty and Wage</td>
<td>7.50%</td>
</tr>
<tr>
<td>GRAs</td>
<td>11.00%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>53.50%</td>
</tr>
</tbody>
</table>
Equipment/Materials & Supplies

**Equipment**
- Unit cost of $2,000 or more (VT definition)
- Useful life longer than 1 year
- Provide itemized list if more than one item being purchased
- Quote may be necessary

**Materials & Supplies**
- Unit cost of less than $2,000
- Useful life less than 1 year

NOTE: Categorizing costs correctly is important for consistency & for calculating indirect costs
Travel

Provide cost per year

Domestic or International

Detail level required for justification varies by sponsor

Publications

Page or journal fees

Provide cost per year

Note: this should be its own category, do not lump into other line items

Printing is not a publication
Tuition

CY and AY GRAs

- Automatically included in proportion to effort
- 3% escalation factor included, every August 16th (may change each year)
- Different departments and colleges have different fees so we need to know which department needs the GRA

NOTE: Department must cover tuition if not allowed by sponsor, and provide a fund number for the budget
## Subcontractors, Consultants, and Contractual Services

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Consultant</th>
<th>Contractual Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contributes to deliverables. Participates in the design, conduct and reporting of research.</td>
<td>• Provides advisory services (only) at a set fee or rate.</td>
<td>• Routine service available on open market.</td>
</tr>
</tbody>
</table>
Required Documents for Subcontractors

To be included on a VT budget, certain documents are needed

- Letter of Commitment: on institution letterhead, includes period of performance and cost, and signed by AOR
- Statement of work
- Budget (in sponsor format)
- Budget Justification (in sponsor format)
- VT Subrecipient form: completed and signed by AOR

Contact Subcontractors EARLY and stay in touch with them
Subcontractors have to adhere to all RFP requirements including any indirect rate limitations, costs sharing requirements, and cost exclusions.

Subcontractor budget should not be more than 50% of total budget.

F&A is applied to only the first $25,000 of each subcontract.

Subcontract period of performance must match VT’s.
Required Document for a Consultant

To be included on a VT budget, a Letter of Commitment is needed

• **Should include:**
  - Period of Performance
  - Statement of work
  - Estimated number of hours
  - Hourly rate
  - Travel cost, if required

VT Personnel cannot be paid as Consultants on VT projects
Contractual Services

Sponsor may require a quote

• Contractual Service includes
  • VT Service Center
  • Printing
  • Outside lab analysis
  • Postage, shipping
  • Room rental for meetings and workshops
  • Meal service for meetings and workshops

Descriptions and details can help us categorize the cost correctly
Participant Support Costs

Use sparingly; may not be able to re-categorize after award

Participants of workshops, conferences, trainings

Participants perform no work or services

Participants are not employees of Virginia Tech

Participants are not project personnel, organizers, speakers, or program facilitators (even if participating in the event)
Cost Share

aka
Matching
In-kind

Must be
Required by RFP
Shown on budget
No more than $ required
Tracked

Cannot Be:
Summer time
Equipment already purchased
Funds from another sponsor
Time if Retired

IS:
Real dollars
Reported to the sponsor

“Voluntary” Cost Share NOT Allowed By Virginia Tech
Indirect costs

Always use VT’s federally-negotiated rates regardless of sponsor.

Reduced rate can be used only if Lower rate is stated in RFP; or Letter or Documented Policy is on file.

Indirect is not “profit,” “fee,” or “overhead”

aka F&A
Facilities & Administrative Costs

Real cost of University conducting project
Indirect costs... continued

- On-campus or Off-campus
- Type of Project: Research, instruction, outreach or extension
- Majority of Project if more than one type or location

Rates are negotiated with Office of Naval Research

- Negotiated rates are official and applied to all sponsors, whether federal or not
- PIs do not have authority to negotiate rates with sponsor

PI should never offer reduced or waived indirect
Other Budgeting Issues

<table>
<thead>
<tr>
<th>U.S. Dollars only</th>
<th>• VT does not propose or charge in foreign currency</th>
</tr>
</thead>
</table>
| Hourly rates only if requested | • Courtesy only  
• Disclaimer must be included (ask your Pre-Award Associate) |
| Confirm period of performance with collaborators and subcontractors | • Everyone needs to have the same project start and end dates |
| Faculty from Other Departments (aka Subfunds) | • We will provide a separate tabs for other departments  
• Specify which department travel, materials, GRAs, etc. belong to  
• Separate funds required for spouse in same department |
### Budget Template

<table>
<thead>
<tr>
<th>NAME/POSITION</th>
<th>PERIOD 1</th>
<th>PERIOD 2</th>
<th>PERIOD 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REQUESTED</td>
<td>CAL</td>
<td>FRINGES</td>
<td>REQUESTED</td>
</tr>
<tr>
<td>Edward M. Forester (AY) FREC</td>
<td>10%</td>
<td>$8,357</td>
<td>0.90</td>
<td>$3,019</td>
</tr>
<tr>
<td>E.M. Forestar (summer) FREC</td>
<td>50%</td>
<td>$13,867</td>
<td>1.50</td>
<td>$1,057</td>
</tr>
<tr>
<td>GRA (CY) step 10 FREC</td>
<td>100%</td>
<td>$23,520</td>
<td>12.00</td>
<td>$2,793</td>
</tr>
<tr>
<td>Ferdinand Magellan (CY) GEOG</td>
<td>10%</td>
<td>$8,348</td>
<td>1.20</td>
<td>$3,016</td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL SALARIES**

- Period 1: $54,092
- Period 2: $56,254
- Period 3: $58,505
- **TOTAL:** $186,851

**FRINGE BENEFITS:**

See rates below

- Period 1: $9,885
- Period 2: $10,542
- Period 3: $10,983
- **TOTAL:** $31,390

**TOTAL SALARIES AND FRINGES**

- Period 1: $63,977
- Period 2: $66,796
- Period 3: $69,488
- **TOTAL:** $200,241

**EQUIPMENT**

- GPS: $10,000

**TRAVEL**

- Domestic: $2,500
- International: $0

**MATERIALS/SUPPLIES**

- $1,700

**TUITION/OTHER DIRECT COSTS 1 (Line F1 in RR Budget Form)**

- $13,367

**TOTAL DIRECT COSTS**

- $91,544

**F&A COSTS On Campus Research, Federal Default Rate**

- Negotiated Rate through Project End, MTDC: $41,588

**TOTAL COSTS**

- $133,132

**Base for F&A Costs**

- $68,177

- **TOTAL:** $133,132

- **F&A Cost:** $72,968
Budgets in Summit

- The first version/draft of the budget will be posted in Summit for your review and comment.
- Revisions of that draft budget will also be posted in Summit.
- Once the budget is finalized, the PI needs to create a justification.
What is a budget justification?

Opportunity

Explain how you came up with your budget and why you need the amount you’re requesting.

Show that costs are reasonable, allowable, and allocable.
Budget Justifications... continued

Justify only those line items & people that are in the VT budget

- Adding anything extra can appear to be voluntary cost share which is not allowed

Include standard text about salary escalations, fringes, tuition, and indirect

- Provided on next slide

Individual sponsor requirements on how much detail vary

- NSF is becoming very particular about justifications – must include annual salary
- See NSF and USDA examples (handouts)
Budget Justifications – Standard Text

Information updates yearly

• Escalation
  o Faculty Salaries escalate 4.0% annually on December 1 for budget preparation purposes; actual salaries in place during the time of the award are charged
  o Staff and wage salaries escalate 3.0% on December 1 for budget preparation purposes; actual salaries in place during the time of the award are charged
  o GRA Salaries escalate 4.0% annually on August 16 for budget preparation purposes; actual salaries in place during the time of the award are charged
• Fringe Benefits are calculated in accordance with Virginia Tech’s federally negotiated fringe rate agreement which is available at http://osp.vt.edu/resources/rates.html. Rates are as follows:

Copy and paste rates from VT budget template

• Tuition: Per Virginia Tech’s policy, in-state tuition is budgeted in proportion to the level of effort for the GRA. Tuition is based on the 2019-2020 tuition schedule found at https://www.bursar.vt.edu/tuition-fee-rates/tuition-fees.html. Tuition escalates 3% annually on August 16 for budget preparation purposes; actual tuition in place during the time of the award is charged.

Check with your Pre-Award Associate to confirm
Budget Justifications – Standard Text ... continued

• Indirect Costs are calculated using Virginia Tech’s federally negotiated rate for on-campus research which is 60.5% MTDC from 7/1/19 through 6/30/20, and 60% MTDC thereafter. A copy of the indirect cost rate agreement is available at: https://osp.vt.edu/resources/rates/indirect-costs.html.

Change the indirect rate as appropriate for type of work and indicate if the rate is VT’s negotiated rate or dictated by sponsor policy.
Things not to say in a budget justification

Not Ideal

• “In this proposal, we have requested $5,000-10,000 per year for domestic travel, because this is the amount that works well for us.”

• “For the PI’s time, we request 1% AY time per department requirement.”

Good Alternative

• Include locations, # of persons, # of days, and details of the trip (mileage, airfare, lodging, meals and incidentals, etc.).

• 0.9 AY months is requested to supervise the GRA and provide project oversight.
Things not to say in a budget justification

Not Ideal

• “This salary requested has nothing to do with the actual time the PI will spend on this project, which will be considerable.”

• “Any money not spent in this category will probably be shifted to another line item.”

Good Alternative

• List how much PI time is being requested and what the PI will do for the project.

• List the items you intend to purchase and their cost and show how you arrived at the indicated total.
Things not to say in a budget justification

Not Ideal

• “Considering the extensive use of outside analysis in this project, we have requested $10,000 per year for contractual services.”

• “We want to add $5500 to travel to make our budget hit the maximum allowed.”

Good Alternative

• List the cost of each service and how much of it you need (hours or times used) and show how you arrived at the requested cost/year.

• Include locations, # of persons, # of days, and details of the trip (mileage, airfare, lodging, meals and incidentals, etc.).
Proposal Tips

- Don’t plan on a period of performance that starts next week
- Proposals with subcontracts take longer to prepare and put into place if awarded
- International concerns (collaborators, sponsors, travel, etc.) also take longer
- Limited submissions need to be started even earlier - internal (VT) competitions can occur 2-3 months or more ahead of the submission deadline
- Assume you will get all of the proposals you apply for so that you don’t overcommit yourself if all are funded
Timelines and Deadlines to follow

When does your proposal need to be ready for OSP to review and submit?

VT is very generous with it’s 2-day deadline

- Many universities have 7+ day requirement to have proposals finalized for review by OSP

OSP closes at 5 PM, regardless if sponsor has a later deadline
Deadlines... continued

**Administrative Docs**
- Budget Approved by OSP, Department, & College
- All administrative documents provided to OSP for review
  - OSP will provide feedback

**Final Technical Narrative**
- Technical narrative finalized
- All changes to administrative documents made
- Final docs uploaded to sponsor system or provided via Summit to OSP for email submission

*NOTE: If proposal is due prior to 5pm, the following deadlines apply:
Admin docs: 48 hours
Technical: 24 hours*
Other Resources

- Department level
- College level
- VT Fast

OSP does not manage these
OVPRI Resources

• OESRC – Office of Export and Secure Research Compliance
  • Supports Virginia Tech's commitment to complying with U.S. laws and regulations applicable to export and trade sanctions.
  • [https://www.research.vt.edu/oesrc.html](https://www.research.vt.edu/oesrc.html)
  • Email oesrc@vt.edu or call (540)231-6642

• COI – Conflict of Interest Office
  • Helps eliminate or manage disclosed potential conflicts of interest
  • [https://www.research.vt.edu/conflict-of-interest.html](https://www.research.vt.edu/conflict-of-interest.html)
  • Email coi@vt.edu or call (540)231-7964
OVPRI Resources... continued

- **IACUC** – Institutional Animal Care and Use Committee
  - Vertebrate animal use in project
  - [https://www.research.vt.edu/iacuc.html](https://www.research.vt.edu/iacuc.html)
  - Email iacucadmin@vt.edu or call (540) 231-0931

- **IRB** – Institutional Review Board
  - Human subjects in project
  - [https://www.research.vt.edu/sirc/hrpp.html](https://www.research.vt.edu/sirc/hrpp.html)
  - Email irb@vt.edu or call (540) 231-3732

- **IBC** – Institutional Biosafety Committee
  - Use of biohazardous agents, including recombinant and/or synthetic nucleic acid molecules in research
  - [https://www.research.vt.edu/ibc.html](https://www.research.vt.edu/ibc.html)
  - Email ibc@vt.edu or call (540)231-1910
OVPRI Resources... continued

• Procedures for Handling Confidential Information
  https://www.research.vt.edu/procedures-handling-confidential-information-virginia-tech

• Limited Submissions
  https://pdr.osp.vt.edu/limited-submissions.html
Questions?

DID WE JUST BECOME BEST FRIENDS?

YUP!!!

quickmeme.com
Contacts

Questions can be emailed to newPI@vt.edu

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• ldouglas@vt.edu

Joanna Sabal
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• joannas@vt.edu

Jessi King
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• 540-231-7521
• jessilp2@vt.edu