

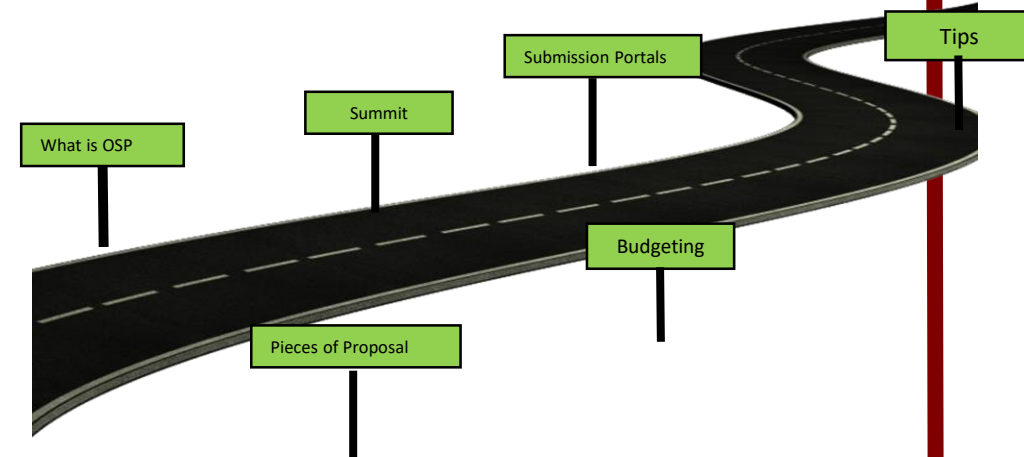
Introduction to Virginia Tech's Proposal Submission Process

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

OSP:
Office of
Sponsored
Programs

Sponsors can be...

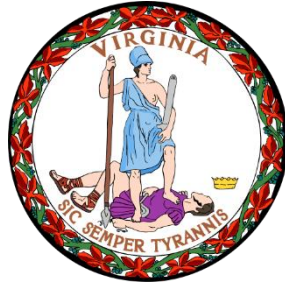
Federal



Industry/Commercial



State



Foundations/Non-Profits



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...

Sponsor

• NASA

Sponsor

• NIH

Prime
(Lead)

• VT

Prime
(Lead)

• UVA

Sub

• Georgia
Tech

Sub

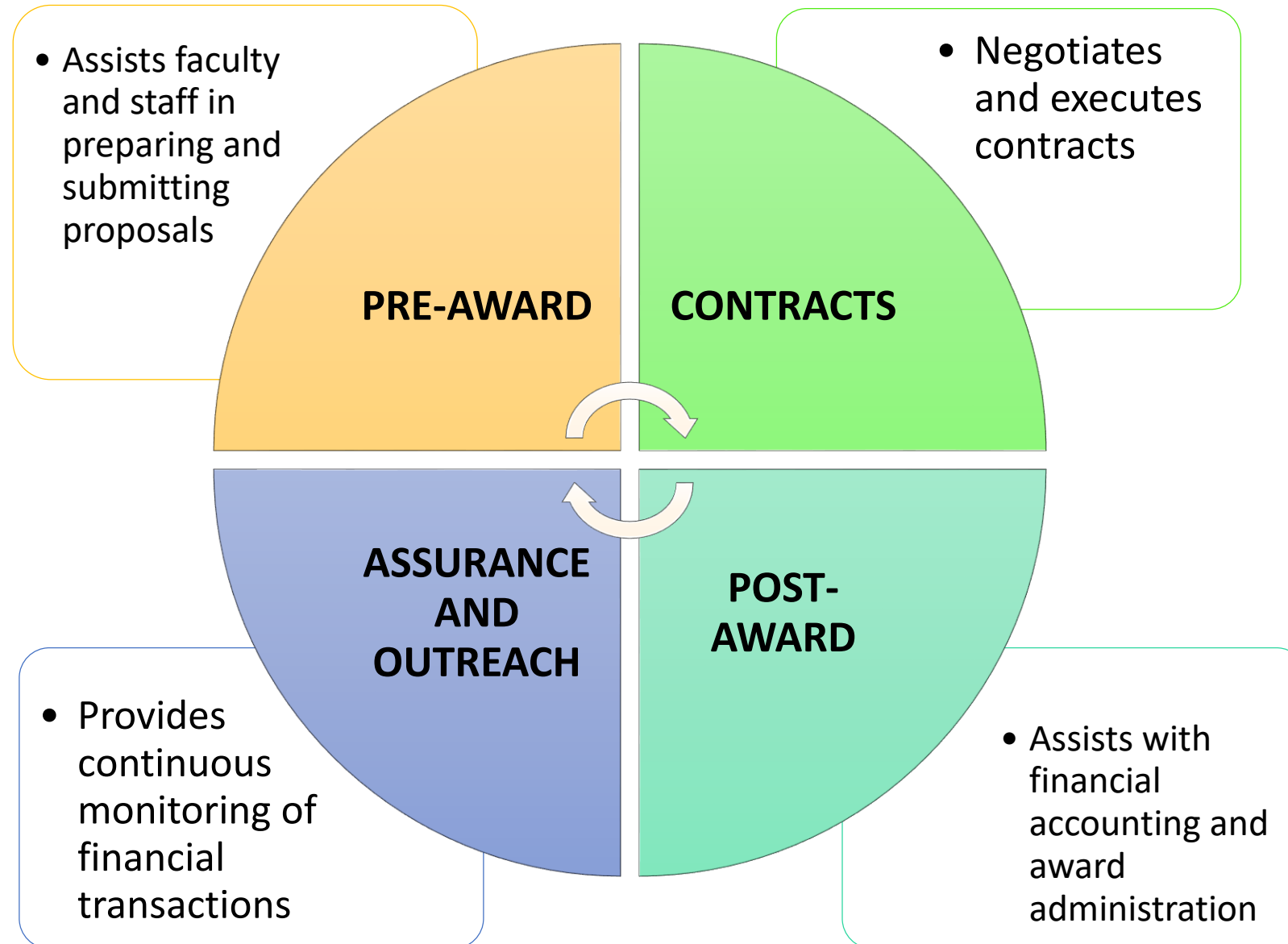
• VT

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

OSP Organization

Office of the Vice President for Research and Innovation			
Trudy M. Riley			
Associate Vice President for Research and Innovation, Sponsored Programs			
Lauren Magruder Director of Pre-Award	Kamala Upadhyaya Sr. Director of Sponsored Programs, Post-Award	Divya Amin Director, Assurance and Outreach	Daniel Cockrum Interim Director of Contracts

OSP: 4 Teams to Help You



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.)

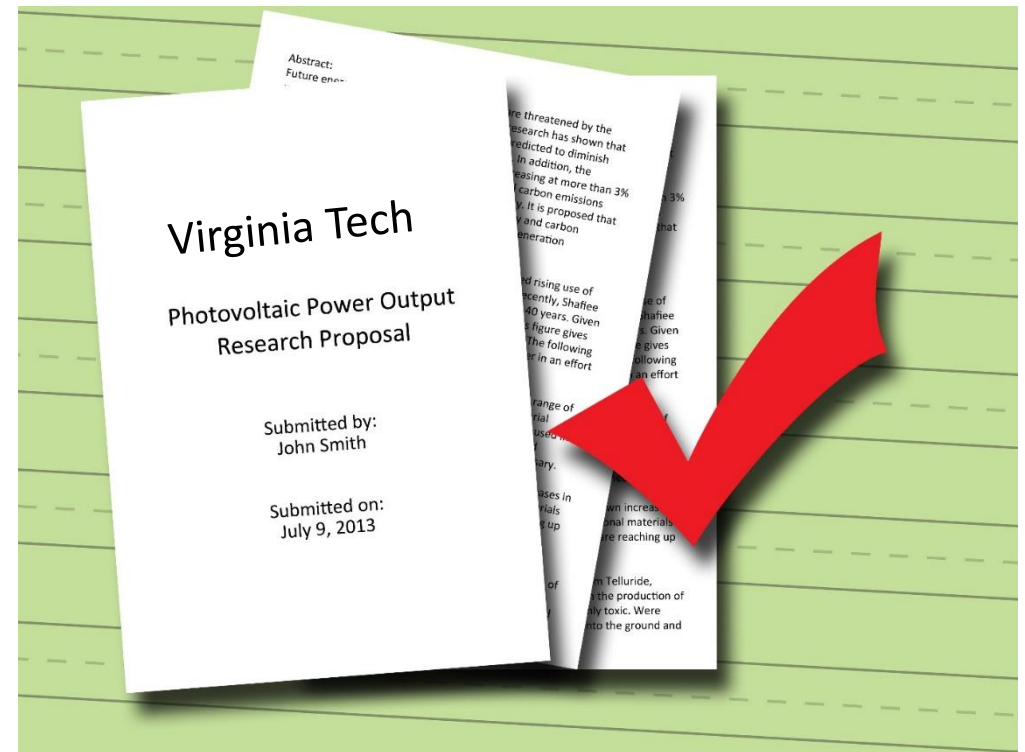
All of our questions and guidance can help keep you (and the University) from getting fines/charges/ and unwelcome news coverage

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?



Before Submission

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

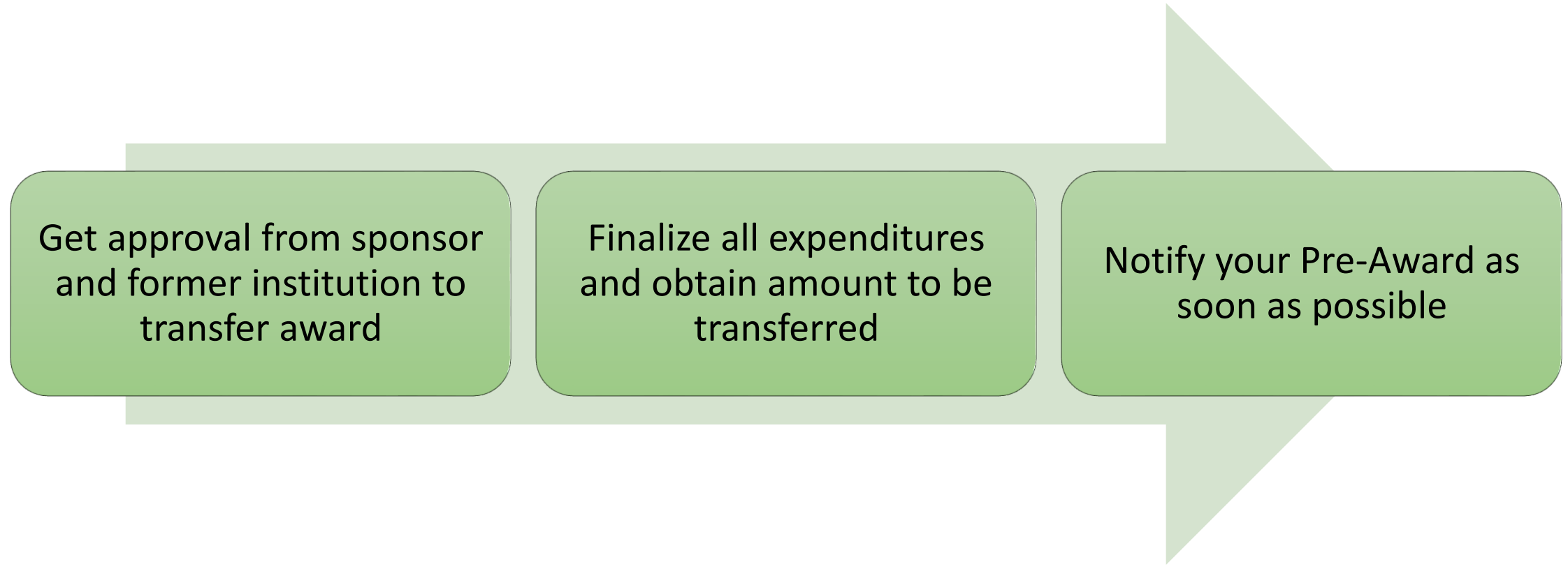
Sent via email

- Example – submissions as a sub to another university

Sent via hardcopy

- Example – State of Virginia

Transferring Awards to Virginia Tech



Your existing award is still a “New” proposal to VT, so it will need to go through Summit, budgeting, approval, etc.

SUMMIT

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

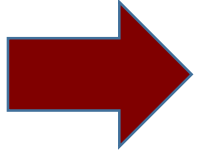


Internal system only; only available to university employees

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?

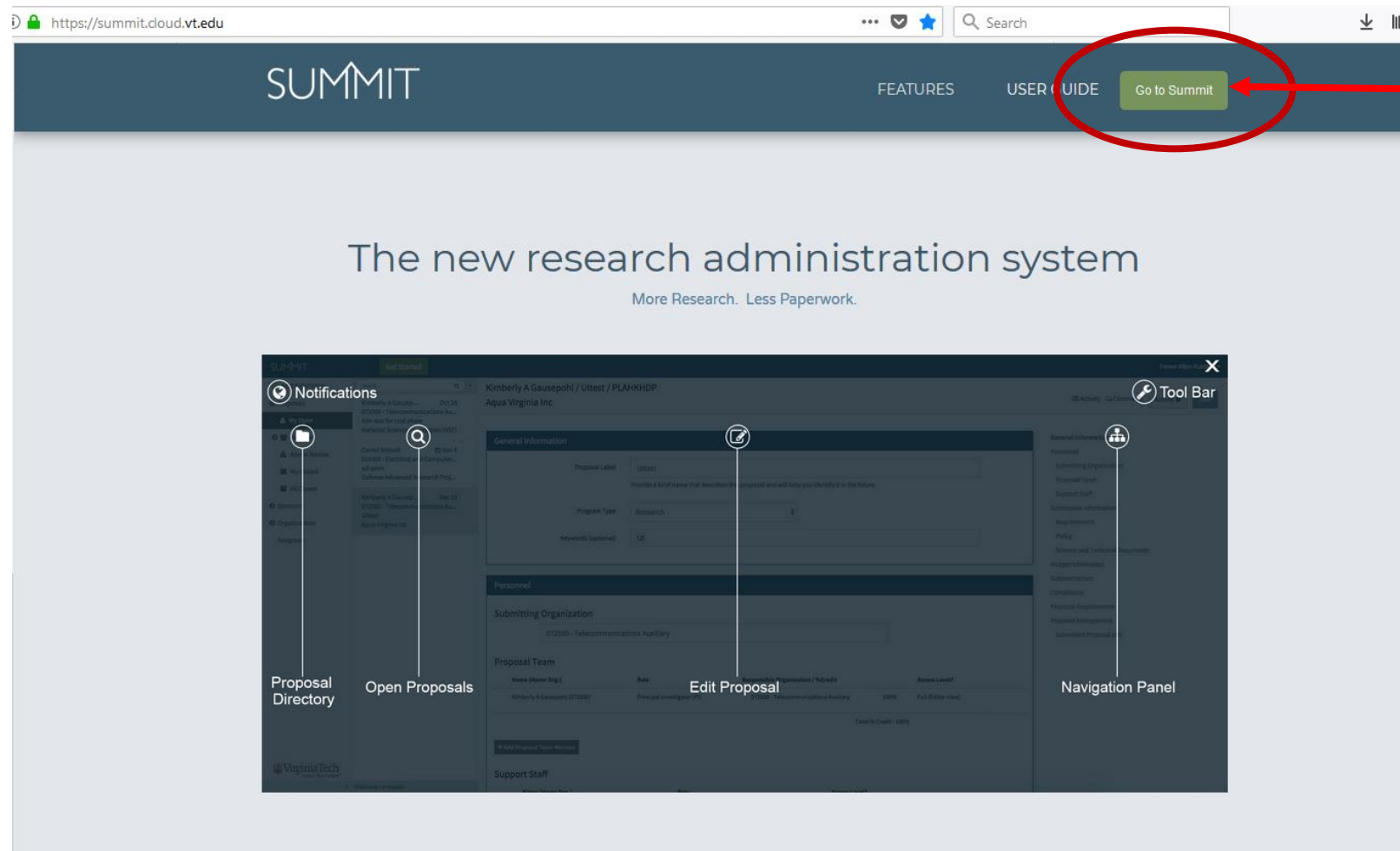


Answer: As soon as possible

- 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:

The screenshot displays the SUMMIT dashboard interface. Red circles highlight the following elements:

- Get Started** button in the top navigation bar.
- Notifications** icon in the left sidebar.
- My Open** button under the **WORK ITEMS** section in the left sidebar.
- Help** and user profile **Laura S Lawson** in the top right corner.

The main content area shows a list of work items with details such as name, date, and status.

Name	Date	Status
Karpanty, Sarah M. 000900 - Fish and Wildlife Conservation (FWC)	04/10/2019	Submitted
NASA wallops NASA HQ		
PN FOR6R	Proposal	Submitted
Dayer, Ashley A. 000900 - Fish and Wildlife Conservation (FWC)	04/17/2019	
DU April 2019 Ducks Unlimited, Inc		
PF5HOYOL	Proposal	Preparing
Mayer, Brian B. 004104 - Discovery Analytics Center (DAC)	04/18/2019	
SRNLBMayer_NNSA_04182019 SRNS		
PZRNSGFE	Proposal	Approved
Cherry, Michael J. 000900 - Fish and Wildlife Conservation (FWC)	04/25/2019	
SFDS--UGA VT FWC Subcontract UGA		
P2HZ2XPX	Proposal	Preparing

At the bottom of the main content area, the text reads: "Use the menus on the left to navigate the system."

Footer information: 2.15.0 - API: #4901452 Build #130675 - FE: #9755970
Copyright © 2015-2019 Virginia Polytechnic Institute and State University

Once you click Get Started, Summit will take you through some screens to initiate the proposal:

Get Started

START TYPE OF WORK DETAILS BUDGET PERSONNEL REVIEW FINISH

What would you like to do?

Do you need to submit a **new** Proposal, Pre-proposal, White Paper, or Letter of Intent to a sponsor?
(Note: NIH resubmissions are considered "new" by VT)

Start New Work

Did your sponsor request a change to a scope of work, budget or both?
Did your sponsor request that additional documents be submitted?

Revise/Update Submitted Work

Did you previously submit a Pre-proposal, White Paper, or Letter of Intent, and now need to work on a Full Proposal?

Advance Work

Do you need to add funds and/or extend the end date of a current award?

Modify Existing Grant

How to request a budget

During initiation of proposal record...

Get Started

START

TYPE OF WORK

DETAILS

BUDGET

PERSONNEL

REVIEW

FINISH

Budget Request

Would you like to request a budget?

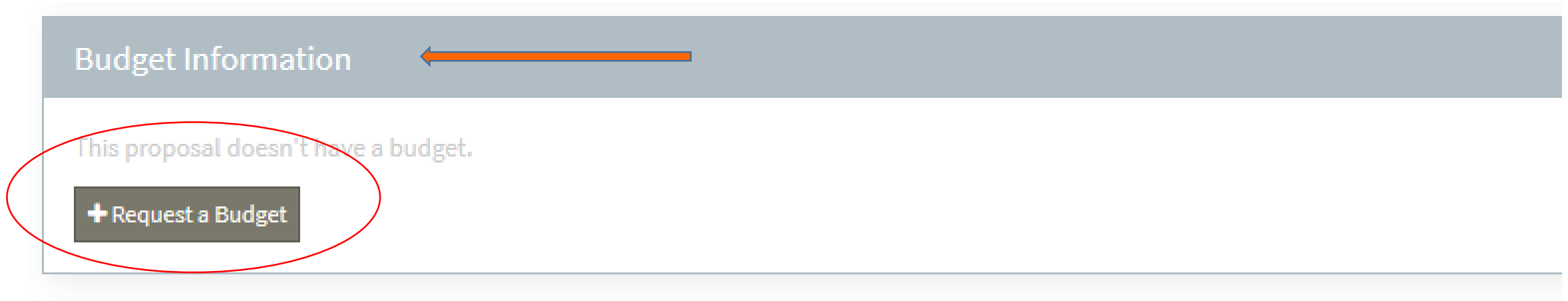
☐ Yes ☐ No

If you're not ready to request a budget, no worries! It can be done later too!

← Prev







Next →

... or later in the Budget Information section.



But as soon as you can!

Budget Information Section

Budget Information			
Development			
Period of Performance	08/01/2020	to	07/31/2022 
Performance Location	On-campus 		
Indirect Type	Federal/Default 		
Indirect Rate	60	%	
Indirect Rate Reason	Full Indirect 		
Subcontracts	No 		
Subfunds Needed	No 		

Comments

Summit lets you leave a comment for the assigned Pre-Award Associate, or respond to their comment.

The diagram illustrates two methods for adding comments in the Summit system, separated by a vertical line and the word "OR".

Method 1: Comment in a section

This method is shown in a red-bordered box. It displays a comment section with the following text: "11/03/2017 3:47pm Laura S Lawson GRA Step 12 100%; wage technician \$5000; PI summer time 5%; M&S \$4000; Contractual \$3575". Below the comment is a "Reply" button, which is circled in red. An orange arrow points from the "Comment in a section" text box to the comment itself.

Method 2: Comment on a specific document by using File Actions and then Add Comment

This method is shown in a yellow-bordered box. It displays a "Budget Documents" section. The first document is "Budget_Lawson_NIFA_test budget_01-11-18.xlsx", dated "1/11/2018 9:27am", by "Laura S Lawson", with a size of "1.6 MB". Below the document details is an "ACCEPTED" button and a "FILE ACTIONS" button. The "FILE ACTIONS" button is circled in red. A dropdown menu is open, showing the following options: "10/25/2018 12:52pm Laura S Lawson", "Updated the status to OSP", "Accepted from OSP Not", "Accepted - Revision Required", "Reply", and "View 2 previous comment(s) »". A yellow arrow points from the "FILE ACTIONS" button to the "Comment on a specific document by using File Actions and then Add Comment" text box.

OR

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 ...continued

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

Summit ...continued

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.

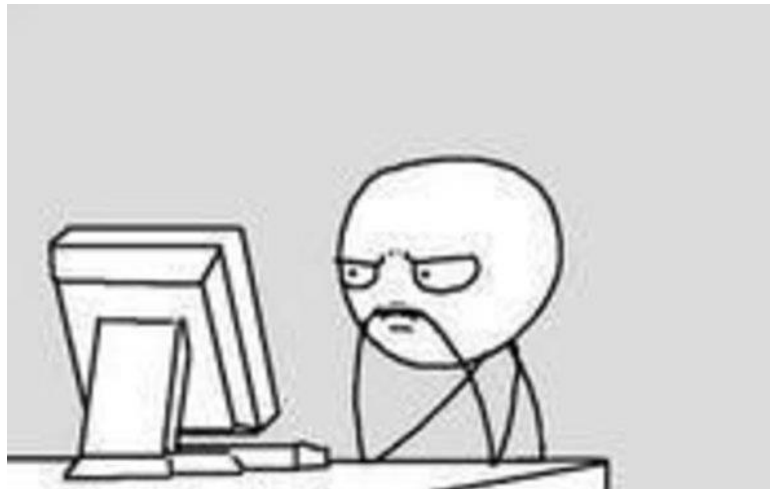
Remember...

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



Budgeting



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-Awardcontinued

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



Personnel

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

Personnel... continued

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

Personnel... continued

Escalation Factors automatically included

- Faculty: 4% on December 1st
- Wage, Classified Staff: 3% on December 1st
- GRAs: 4% on August 16th

Fringe

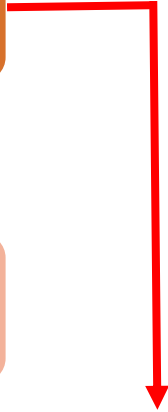
Automatically applied according to classification of personnel

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



FRINGE RATES	On/After 7/1/19
Regular Faculty	36.00%
Special Research Faculty	37.00%
Part Time Faculty	22.25%
SMR Faculty/Wage Employee	7.50%
GRA	11.00%
Classified Staff	53.50%

Equipment/Materials & Supplies

Equipment

- Unit cost of \$2,000 or more (VT definition)
- Useful life longer than 1 year
- Provide itemized list if more one 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

Subcontractor

- Contributes to deliverables. Participates in the design, conduct and reporting of research.

Consultant

- Provides advisory services (only) at a set fee or rate.

Contractual Services

- Routine service available on open market.

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... continued

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

Participants of
workshops,
conferences,
trainings

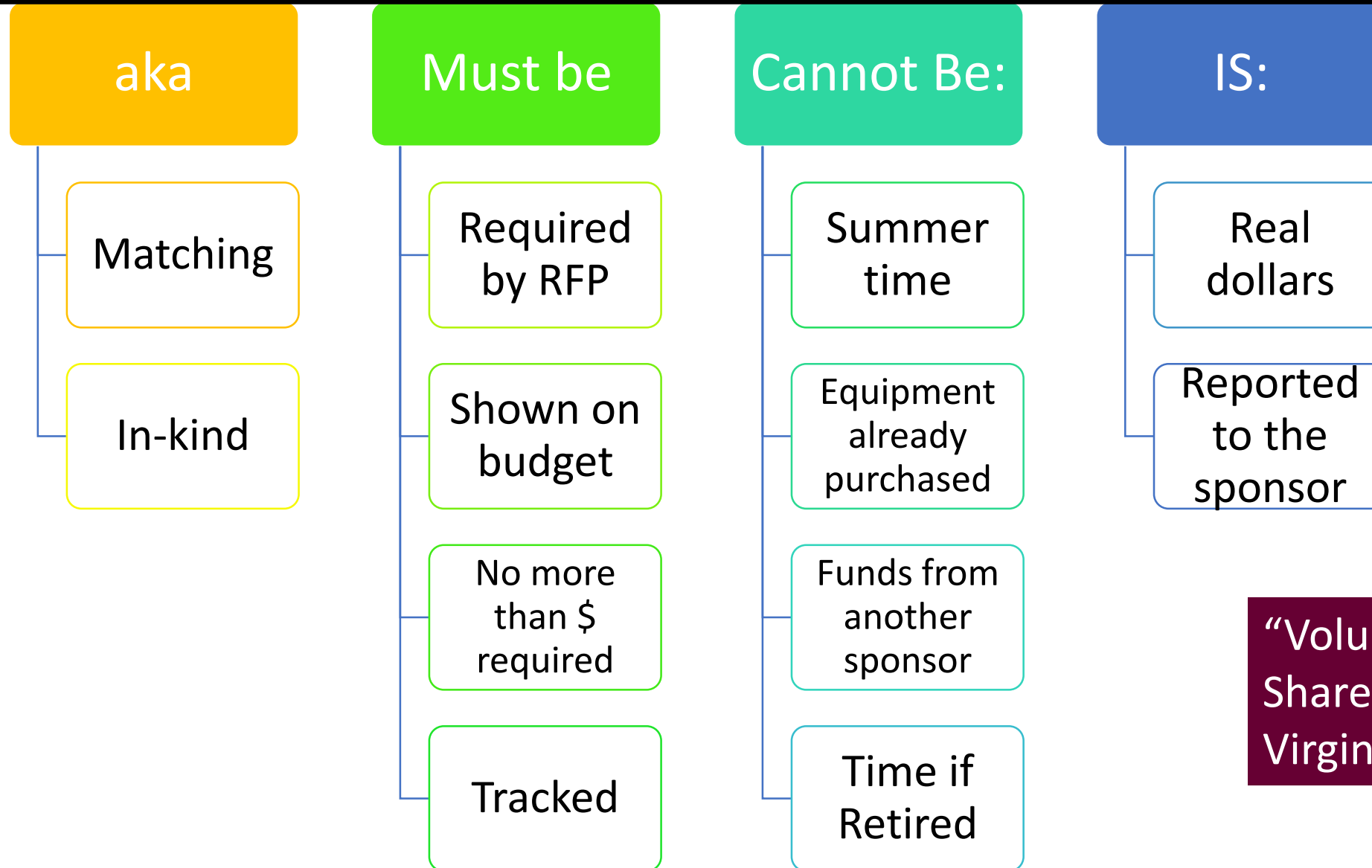
Participants
perform no
work or services

Participants are
not employees
of Virginia Tech

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

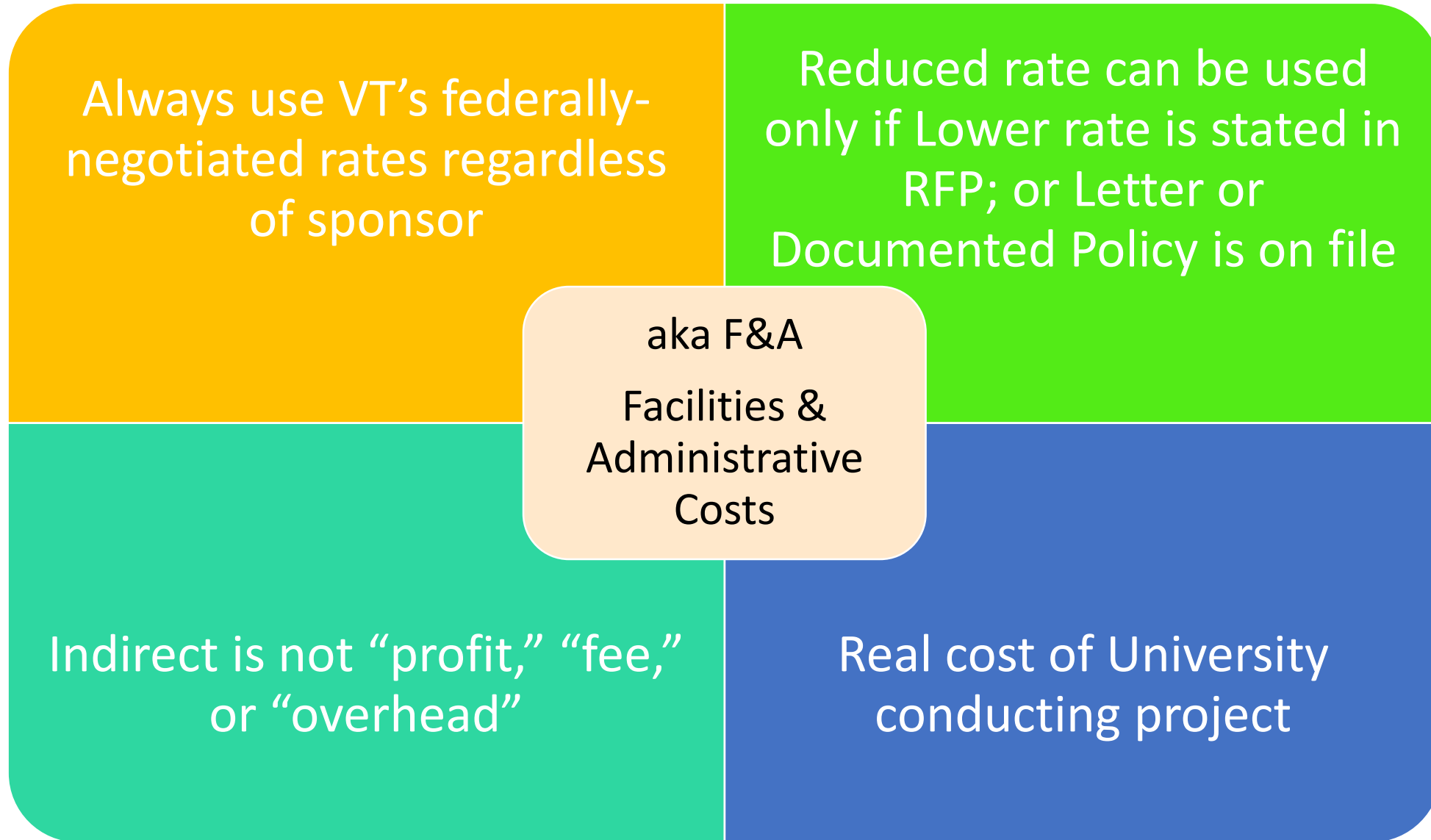
Use sparingly; may not be able to re-categorize after award

Cost Share



“Voluntary” Cost Share NOT Allowed By Virginia Tech

Indirect costs



Indirect costs... continued

Rate used is determined by location and type of project

- 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

U.S. Dollars only

- VT does not propose or charge in foreign currency

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

See OSP's Updated Submission Policy				01/01/18-12/31/18				01/01/19-12/31/19				01/01/20-12/31/20				TOTAL
				Period 1				Period 2:				Period 3:				REQUESTED
NAME/POSITION				% EFFORT	REQUESTED SALARY	CAL MONTHS	FRINGES	% EFFORT	REQUESTED SALARY	CAL MONTHS	FRINGES	% EFFORT	REQUESTED SALARY	CAL MONTHS	FRINGES	SALARY
Edward M. Forester (AY) FREC				10%	\$8,357	0.90	\$3,019	10%	\$8,691	0.90	\$3,216	10%	\$9,039	0.90	\$3,344	\$26,087
E.M. Forester (summer) FREC				50%	\$13,867	1.50	\$1,057	50%	\$14,421	1.50	\$1,118	50%	\$14,998	1.50	\$1,162	\$43,286
GRA (CY) step 10 FREC				100%	\$23,520	12.00	\$2,793	100%	\$24,460	12.00	\$2,996	100%	\$25,439	12.00	\$3,116	\$73,419
Ferdinand Magellan (CY) GEOG				10%	\$8,348	1.20	\$3,016	10%	\$8,682	1.20	\$3,212	10%	\$9,029	1.20	\$3,341	\$26,059
TOTAL PERSONNEL SALARIES					\$54,092				\$56,254				\$58,505			\$168,851
FRINGE BENEFITS:																
See rates below					\$9,885				\$10,542				\$10,963			\$31,390
TOTAL SALARIES AND FRINGES					\$63,977				\$66,796				\$69,468			\$200,241
EQUIPMENT					\$10,000				\$0				\$0			\$10,000
GPS				\$10,000				\$0				\$0				
TRAVEL																\$7,500
Domestic					\$2,500				\$2,500				\$2,500			
International					\$0				\$0				\$0			
MATERIALS/SUPPLIES					\$1,700				\$1,000				\$1,000			\$3,700
TUITION/OTHER DIRECT COSTS 1 (Line F8 in RR Budget Form)					\$13,367				\$13,902				\$14,458			\$41,727
TOTAL DIRECT COSTS					\$91,544				\$84,198				\$87,426			\$263,168
F&A COSTS-On Campus Research, Federal/Default Rate					\$41,588				\$42,880				\$44,511			\$128,979
Negotiated Rate through Project End, MTDC				61.00%	\$41,588			\$42,880				\$44,511				
TOTAL COSTS					\$133,132				\$127,078				\$131,937			\$392,147
Base for F&A Costs					\$68,177				\$70,296				\$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

Budget Development Requirements

Provide your budget information by uploading a budget document using "+ Choose Files" button below or leave a comment. Budget must be accepted by proposal team and OSP before routing for approvals. Accept the budget by clicking the "ACCEPT" button below the file.

Comments

7/08/2019 3:05pm Laura S Lawson
See budget narrative
Reply

Budget Documents

Document Accepted by OSP Document Accepted by Team

Budget_Hallerman_USDA
FAS_07-08-19_R2.xlsx
7/10/2019 Laura S Lawson 10.2 MB
10:14am

7/10/2019 1:02pm Laura S Lawson
Updated the status to OSP Accepted from OSP Accepted
Reply View 6 previous comment(s) »

ACCEPTED FILE ACTIONS ▶

+ Choose Files or drag files here

Other Budget Requirements

Step One: Determine if requirement(s) apply.
Step Two: For outstanding requirement(s), verify completion before routing.

☒ Budget justification finalized

ACTIONS ▶

Document Accepted by OSP Document Accepted by Team

Budget narrative_R2.docx
7/10/2019 Laura S Lawson 15.0 kB
10:15am

7/10/2019 12:58pm Laura S Lawson
Updated the status to OSP Accepted from

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
 - 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
 - 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
 - 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

Budget Justifications – Standard Text ... continued

- 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

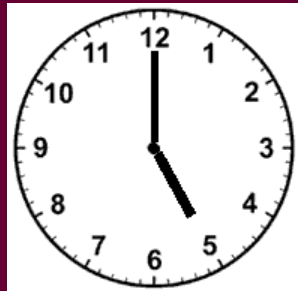
Timelines and Deadlines to follow

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

due to OSP by 9 a.m. day before deadline*

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

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

Final Technical Narrative

due to OSP by 9 a.m. day of deadline*

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

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>
 - 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>
 - 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>
 - 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>
 - 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>
 - 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?



Contacts

Questions can be emailed to newPI@vt.edu

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