

Contracts and Grants Proposal Submission Guidelines

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Contracts and Grants Life Cycle

*Find Funding
Opportunities*

*Proposal
Preparation
and
Submission*

*Award
Management
& Monitoring*

*Reporting
And
Closeout*



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Contracts & Grants Office

Services We Provide

- **Pre Award Management** (managed by Stacy Leotta)
 - Funding opportunities (Pivot, Grants.gov, FBO, etc.)
(<https://research.uncc.edu/departments/center-research-excellence-cre>)
 - Proposal budget development
 - Sponsor eRA systems for proposal preparation (NORM)
 - Sponsor representations/certifications
 - Review/feedback of proposal prior to submission to ensure compliance with University/sponsor guidelines
 - Communicate with sub recipient agencies
 - Proposal submission
 - Revised budget preparation and submission
- **Post Award Management** (managed by Wendy Meier & Lori Brown)
 - Budget Revisions (either internal or Agency request)
 - No Cost Extensions
 - Remaining Funds Balance Reports
 - Spending Projections
 - AOR (Pre Award Spending) requests
 - Release Time / Summer Salary process
 - Cost Share Tracking
 - Payroll Certification Reporting



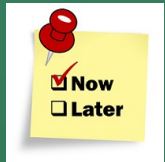
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UNCC Electronic Research Administration System

Niner On-line Research Management (NORM eRA System)

- NORM: UNC Charlotte's comprehensive research proposal and award management system (<https://uncc.myresearchonline.org/ramses/index.cfm>)
- *WHY? Because it's required by the University*
- *WHEN? At least 5 business days prior to agency submission date. If proposal/pre-proposal requires: Detailed budget; AOR Signature; or lower/reduced posted F&A rates than it gets entered in NORM*
- *HOW? Go to my.uncc.edu*
(<https://uncc.myresearchonline.org/ramses/index.cfm?event=general.login>)



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Niner On-line Research Management (NORM eRA System)

- *Important Tabs to complete:*
 - Proposal Creation (Start New Proposal link on main NORM page);
 - “General Info” Tab; once saved NORM will generate IPF number (20-xxxx)
 - **“Personnel” Tab** – VERY Important, notifies our office about who is participating on proposal; Lead PI and PI’s (co-PI’s), etc.
 - **Subcontractors Tab**: complete only if there will be subcontracts (institutional partners) working on the project.
 - **Start NORM early to prevent possible submission delays:**
 - Subawardee information, compliance issues, sponsor submission errors or budget items (i.e. cost share requirements, consultants, etc) these items can delay NORM submission
 - **Budget Tab**: I will work with you/team on the budget and budget justification and I upload to NORM.
 - **Compliance Tab**: Read thoroughly and answer questions accurately



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Proposal Budget Considerations

- *Subcontractors*

- Other Universities
- Industry
- Required for submission:
 - Subrecipient Commitment form,
 - Budget,
 - Budget justification and
 - Scope of Work

- *Cost Share*

- Cost Share Budget (effort, third party, and/or unrecovered F&A)

- *Equipment*

- Fabricated or Purchased?
- Is extra Space, person, maintenance and/or additional fees needed

- *Recharge or Lab Usage Fees*

- Identify Lab and costs

- *Reduced or Waived F&A Rates or Costs*

- Requires prior written approval from VC Research & Economic Development



Niner On-line Research Management (NORM eRA System cont'd)

- NORM *(Cont'd)*
 - Benefits and Advantages to using NORM:
 1. It is required by UNCC that all proposals be entered and routed through the NORM system
 2. Centralized Data Repository with Comprehensive Reporting Functionality
 3. Proposal and Award Management System
 4. Helps manage and conform to university, state and federal certifications, regulations and compliance regulations (i.e. intellectual property, data management, Conflicts of Interest, etc.)



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Sponsored Research Financials Portal

(Banner Numbers **5XXXXX**)

- The Sponsored Research Financials Portal is a web-based portal for researchers to access financial data on their sponsored research projects (5XXXXX).
- The Sponsored Research Financials Portal includes these four tabs: Home, PI, Grant and Fund tabs
- Accessing the Portal:
 - Go to: <https://reportcentral.uncc.edu>
 - Click on the link: Sponsored Research Financials
 - Enter your NinerNET credentials
- Questions regarding the Portal or any Access issues should be sent to: **Webfocussupport-group@uncc.edu**
- Training instructions are available in Canvas under the Research and Economic Development Group



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Principal Investigator F&A fund (PIFA for short)

(Banner Numbers **1XXXXX**)

- Chancellor and Research & Economic Development office
- This program started in Fall 2018 and will be an annual distribution (Usually around October)
- Individual faculty members will receive up to 10% of the F&A receipts associated with their sponsored research grants and contracts
- See PIFA FAQ and information here:
<https://research.uncc.edu/departments/grants-contracts-administration-gca/pifa-return>

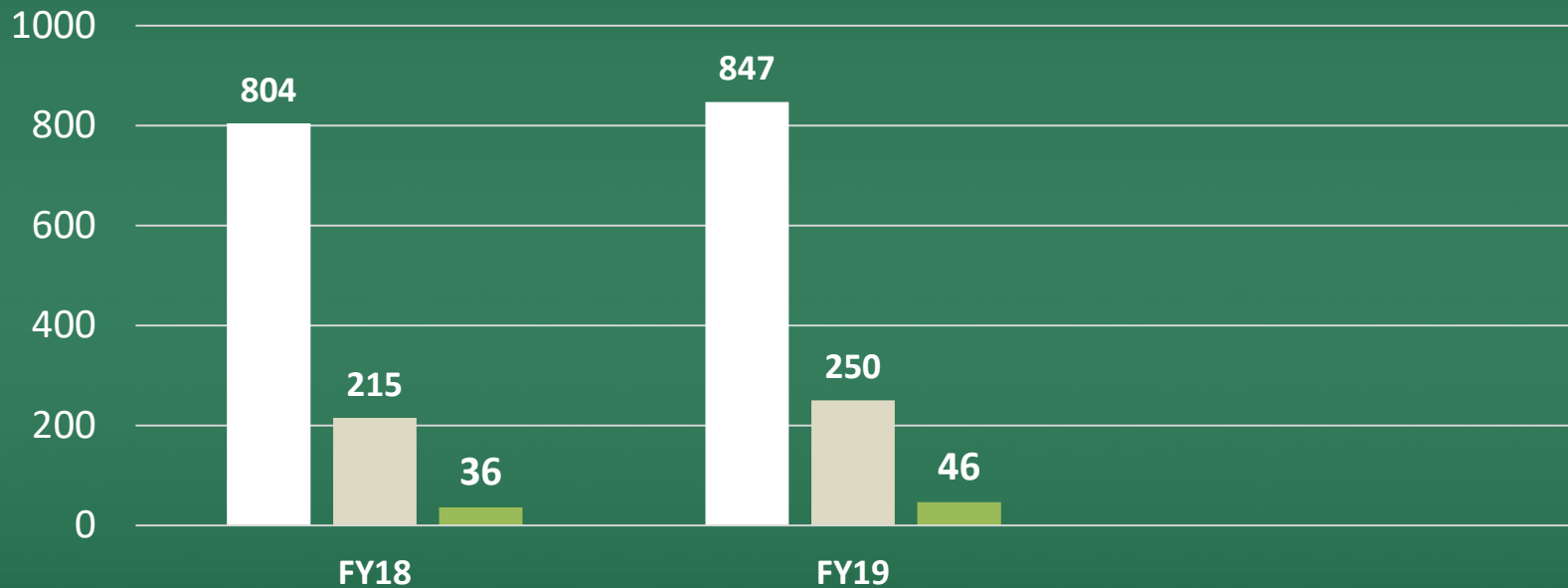


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Proposals Submitted (7/1-6/30)

Fiscal Years: 18 & 19



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Final Thoughts

- Inform Contracts & Grants Office as early as possible once you intend to submit OR be Co-PI on a proposal
 - In order to ensure adequate time for review & approval of proposals, proposals are due to Office of Contracts and Grants at least 5 full business days prior to sponsor deadline. (This is a UNCC Guideline 20.2)
 - Avoid delays by letting our office know about any proposal applications.
 - All proposals that do not adhere to our negotiated F&A rates will need prior signed approval from VC RED (Dr. Richard Tankersley) at least 10 business days prior to proposal submission date. (by memo to Stafford Farmer)
- All proposals must receive institutional approval prior to official submission to sponsor.
 - PI signature does not serve as binding
- Depts/PIs are assigned a Research Admin for both Pre/Post Award administration
 - EPIC: Stacy Leotta (Pre-Award)
 - EPIC: Lori Brown & Wendy Meier (Post-Award)



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QUESTIONS?



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