CFAES

Principal Investigator (PI) On-boarding

Congratulations on your appointment within the College of Food, Agricultural, and Environmental Sciences (CFAES). This document is to serve as a guide to help navigate the process of research funding at The Ohio State University.

Units **WORKING TOGETHER**

When developing a proposal there are important units within the college and university, a PI works with when seeking and managing research funding sources.

Grant Development Support Unit (GDSU) is a free service provided to all CFAES faculty. GDSU staff serves as a liaison between the principal investigator (PI) and the unversity's Sponsored Program Officer (SPO). The staff is available to assist with proposal development, grant submission, and answering any grant related questions.

Sponsored Program Officer (SPO) participates with the proposal development team to discuss the budget components to reflect Request for Proposals (RFP), provides final approval on the budget and submission documents. Visit research.osu.edu to find the university SPO assigned to your department.

Cost Center Managers (CCM) are fiscal personnel located within your department. They work with PIs to manage awarded funds and will assist the PI in monitoring the status of the awarded budget. Upon receiving notification of the award, the PI needs to inform the SPO and the CCM to trigger the setup of the award.
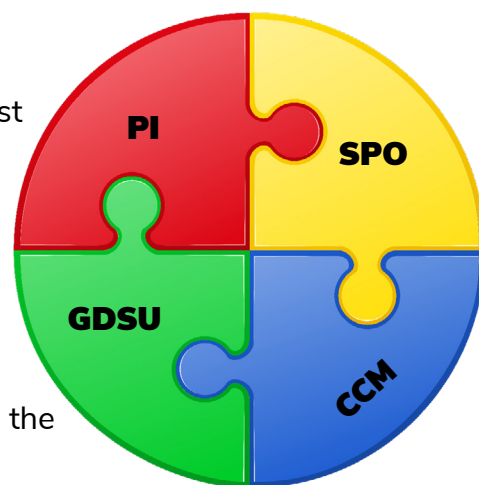
Initial PI **STEPS**

Use Study Team Lookup (https://orrp.osu.edu) to determine:
- PI status
- Trainings which need to be completed
- All employees must complete
  - * Annual Conflict of Interest Disclosure (COI)
  - * Institutional Data Policy Training, Responsible
  - * Ethical Conduct of Research (RCR)

Set-up accounts in grant submission portals:
- Cayuse424- ohio-state.cayuse424.com
- Research.gov- for National Science Foundation (NSF) proposals

Requesting **PI STATUS**
If PI status is needed, email GDSU@osu.edu.

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

research.cfaes.ohio-state.edu

Identifying **FUNDING SOURCES**

There are multiple venues to seek funding; Federal, State, Local, and Industry. In addition there are several internal funding opportunities within the Ohio State University. This Office of Research site is a great resource for multiple opportunities.

Federal- Grants.gov
This site has educational resources and allows you to search through grants from 26 different federal agencies, such as United States Department of Agriculture- National Institute of Food & Agriculture (USDA-NIFA), National Institutes of Health (NIH) and National Science Foundation (NSF).

State- grants.ohio.gov/funding-opportunities/find-current-opportunities
The state of Ohio offers many opportunities and resources for funding. The Ohio Grants Parntership website lists grant opportunities from each state agency.

Internal- https://research.osu.edu/building-your-research-program/find-funding#OhioState-Funding
All CFAES faculty are eligible for Internal Grants Program through the Office for Research and Graduate Education.

> *Extension Professionals*
> Local community funding opportunities are available to you. Be sure to check with local agencies and stakeholders to find these.
>
> Sponsored Project or Gift?
> Applying for Grant

The SPIN database is available to all Ohio State faculty, staff and students allowing you to search over 40,000 funding opportunities listed in the database. You can create customized searches and save them for later.

Visit the GDSU website to find a lists of external and internal funding opportunities. https://research.cfaes.ohio-state.edu/grants/

Industry- research.osu.edu
Contract negotiations with for-profit sponsors can be difficult and complex. The agreements are designed to address issues such as scope of work, budget, payment terms, intellectual property rights, confidentiality, publication rights, indemnification and termination rights for a variety of activities such as basic research, developmental research, collaborative research or testing services.

Overview of **FACILITIES & ADMINISTRATIVE COSTS (F&A)**

Facilities & Administrative (F&A) costs are the costs associated with providing and maintaining the infrastructure for the research enterprise at Ohio State. These costs may also be referred to as overhead costs or indirect costs. These costs are calculated as a percentage of your budgeted direct costs and will increase the total dollar amount of your proposed budget.

Ohio State requires the that maximum amount of F&A costs are budgeted for all proposals, A reduced rate can only be used in cases where the sponsor specifically indicates a reduced F&A allowance. If you are unsure how to calculate the correct F&A rate in your budget or whether the sponsor allows indirect costs, please reach out to your SPO for guidance.

OSU's negotiated rates and other important information located here.

Responsible Research Practices **COMPLIANCE**

The mission of the Office of Research Compliance (ORC) is to support and promote ethical research practices at The Ohio State University. ORC serves the OSU research community by coordinating institution-wide research compliance policy and procedure development, and by partnering with researchers, so that the University is compliant with federal, state, and local laws and regulations as well as University policies.

Animal Care & Use- The Institutional Animal Care and Use Committee (IACUC) reviews and oversees the responsible use of animals in university research and instructional activities.

Biosafety- The Institutional Biosafety Committee (IBC) reviews and oversees research involving bio-hazards and recombinant or synthetic nucleic acid molecules.
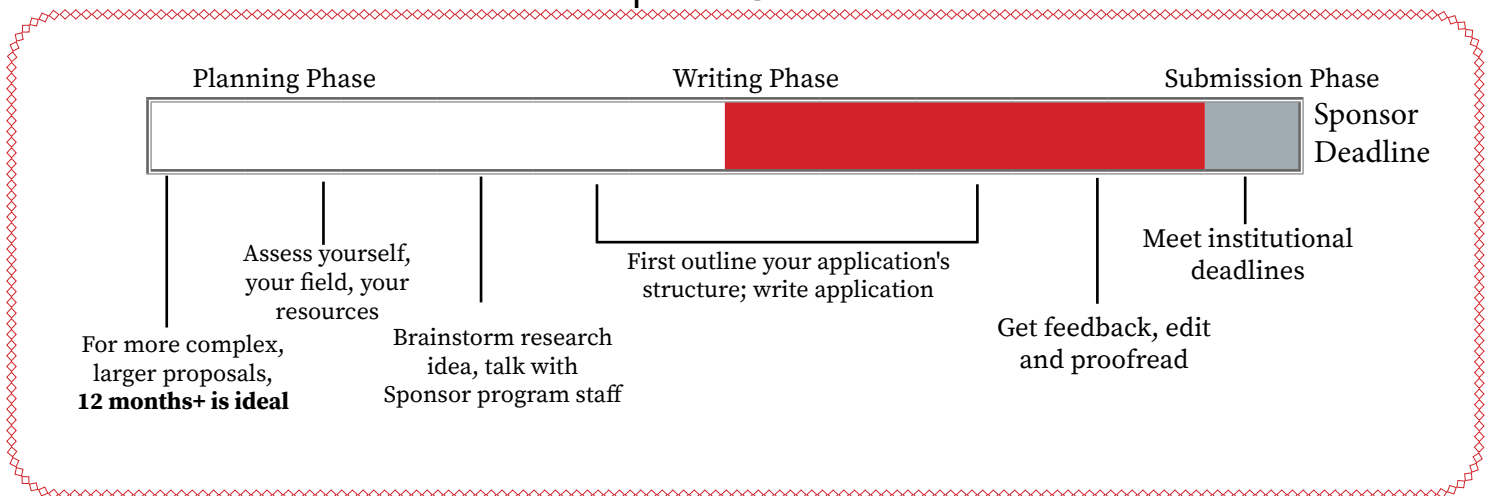
Human Subjects- The Institutional Review Boards (IRB) review and oversee research involving human subjects.

Proposal Submission **STEPS**

This provides a rough guide to the timeline for a grant submission working from the RFP.

- Identify funding opportunity
- Review RFP then begin proposal development
- Initiate conversation with any additional institutions, organizations interested in being a subaward
- Contact your SPO with intent to submit a proposal
    - *Include link to RFP and contact information for any subaward institutions.*
    - *If interested in additional proposal assistance, complete request form for GDSU support.*
- Work with SPO and GDSU to develop a budget and receive approval of the budget
    - *Recommendation is to have the budget approved at least 2 weeks before submission date.*
- Determine proposal submission platform or method to ensure all involved parties are granted access.
- Complete the Authorization to Seek Off-Campus Funds (ePA-005) form including the approved budget and budget justification, prior to submitting proposal to sponsor. Once completed, the 'form' is automatically routed for signature and approvals. The fully approved ePA-005 is the Office of Sponsored Program's authorization from the department and college to submit the proposal.
- Review completed proposal packet and work with SPO and GDSU to make any final corrections or authorize proposal for submission

Recommended Proposal Submission **TIMELINE**

Planning Phase	Writing Phase	Submission Phase

Sponsor Deadline

- For more complex, larger proposals, **12 months+ is ideal**
- Assess yourself, your field, your resources
- Brainstorm research idea, talk with Sponsor program staff
- First outline your application's structure; write application
- Get feedback, edit and proofread
- Meet institutional deadlines

Costing Sharing **FUNDS**

Cost sharing (also referred to as matching funds) *when required*, is the portion of the cost of a sponsored project paid by a source other than the sponsor, for example the university and/or other outside sources. Cost sharing can be direct costs, the associated facilities and administrative (F&A) costs, and/or when permitted by the sponsor the portion of F&A costs not paid by the sponsor (unrecovered F&A costs). Potential sources of cost share can include:

- **Cash Match**- examples: personnel costs covered by the college department and unrecovered F&A
- **Third Party Match**- example: Industry or Commodity group support
- **In-Kind Match**- example: funding support from other university department
- OSU Graduate School's Matching Tuition and Fee Award Program

Remember it is not required, nor advised, to over match. Going over the level of required match is easy to do, but whatever you report must be tracked and is subject to audit. Over matching has negative impacts on the University's future F&A rate. Additionally, any match over the required match, will not increase your chances of funding.

Award ACCEPTANCE

PI responsibilities if a proposal is funded:
- Send award notification to SPO for authorization of award
- Send notification to all personnel from sub-contracts
- Contact Cost Center Manager (CCM) about personnel on the award
- Ensure cost sharing is documented (if applicable)
- Use OSU Administrative Resource Center to learn how to manage your funded award
  - Purchase Card (P-card) usage
  - Requisition Reports
- Complete compliance requirements throughout the life of the project, ensure integrity of all research data
- Depending on the research topic, determine if any lab/ field safety training is need for all personnel on the project. Use the cfaessafety.osu.edu for assistance.
- Prepare and submit technical reports to the sponsor as needed
- Oversee programmatic aspects of subaward and monitor funds in PI Portal

Award NEGOTIATION

All sponsored research awards are *negotiated by SPO* pursuant to university policies to ensure that activities are consistent with our status as a nonprofit educational institution. As a public entity of the State of Ohio, Ohio State is bound by certain regulations that influence what we can or cannot accept in a legal agreement. For-profit sponsors generally operate under a very different set of priorities from public universities. These priorities occasionally conflict with Ohio State's policies. As a result, negotiations can take additional time to reach mutually acceptable terms.
Source: research.osu.edu

Transferring AWARDS

If you were awarded grants at another institution and wish to continue the project at Ohio State:
- Notify original institution and sponsor of your intent to transfer award to Ohio State. Determine whether the full award will transfer with you to Ohio State or if your prior institution will issue a subaward to Ohio State for your portion of the work.
- Notify your OSU sponsored program officer that you intend to bring award funding with you from your prior institution to OSU. Your SPO will advise what additional information and steps are needed to move forward with this process.
- Initiate an ePA-005 in order to set up the award

Project CLOSEOUT

60 to 90 days before an award ends:
The SPO will contact the PI with a list of procedures that must be completed to ensure an orderly award close-out. The PI responsibilities include:
- confirm that all personnel are moved to another grantor a department funding source by grant end
- ensure all required cost sharing is documented
- review outstanding commitments & informing the Grants Shared Services Center of those that can be relieved
- prompt subcontractors that a final invoice must be submitted within 45 days of the subcontract end date
- ensure that all costs are incurred by the grant end date
- resolve any potential over expenditures
- complete final technical report or other award deliverables
- settle cash advances, including final invoices and the return of unspent cash

Department Chairs are informed if there is likely to be significant award over-expenditure.

Costs will continue to post in the PI portal for up to 60 days after the project end date (e.g., final month's payroll, payments for orders placed before the end date, etc). During this time, the PI and department can also make any cost transfers necessary **to correct errors or reduce over expenditures.**

Resource **INFORMATION**

Subject Area:	Unit:	Location:
Animal Subject (IACUC)	Office of Responsible Research Practices	orrp.osu.edu
Biosafety	Office of Responsible Research Practices	orrp.osu.edu
Conflict of Interest	Office of Research Compliance	https://research.osu.edu/about-us/administration-and-units/office-research-compliance
EHS	Environmental Health & Safety (EHS)	ehs.osu.edu
Frequently Requested Institutional Information	Office of Research	research.osu.edu/proposal-development-and-submission/institutional-information
Human Subjects (IRB)	Office of Responsible Research Practices	orrp.osu.edu
Industry and Corporation Relations	Office of Innovation and Economic Development	oied.osu.edu
Internal Grants Program(IGP) (CFAES)	Grant Development Support Unit	research.cfaes.ohio-state.edu
Lab Safety	CFAES Safety Team	cfaes.safety.osu
National Security Regulations/ Restricted Research	Office of Secure Research	research.osu.edu/about-us/administration-and-units/office-secure-research
OSU Sponsored Program Officer	Office of Sponsored Programs (OSP)	research.osu.edu/about-us/administration-and-units/office-sponsored-programs
PI Portal	Office of Responsible Research Practices	orapps.osu.edu/piportal
Post-Award Adminstration and Training (CFAES)	Grant Development Support Unit	research.cfaes.ohio-state.edu
Proposal Development (CFAES)	Grant Development Support Unit	research.cfaes.ohio-state.edu
Research Commons	Ohio State University Libraries	library.osu.edu/researchcommons
Research Compliance, Export Controls	Office of Research Compliance	research.osu.edu/about-us/administration-and-units/office-research-compliance
Responsible Conduct Research (CITI)	Office of Responsible Research Practices	orrp.osu.edu
Technology Commercialization Office	Office of Innovation and Economic Development	oied.osu.edu
Technical Issues- PI Portal, eProtocol, BuckIRB	Office of Research	research.osu.edu
Workday	Office of Technology and Digital Innovation	it.osu.edu/workday