



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Understanding the ePA-005 process

Authorization to Seek Off-Campus Funding Form

Lori Kaser



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Training provided by the:

FAES Grant Development Support Unit

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Why is it important?

- Documentation of application for extramural funding
 - *All sponsors (Industry, state, federal, local, etc.)*
- Gain approval from the Office of Sponsored Programs
- Verification of PI time, contributing colleges/departments, award recognition, expenditure information
- Allows for appropriate credit of the award to the right departments
- Budget, salary recovery, award period, Facilities & Administrative (F&A) Costs rate used
- Allows for authorized signatures to be obtained



Completing the Form

[GO TO:https://rf.osu.edu/secure/ePA-005/](https://rf.osu.edu/secure/ePA-005/)

Click the CREATE Button

1. Project Title

2. Sponsor

- When we are the Primary
- When we are the Subaward

3A Proposal Due Date

3B Sponsored Program Officer

3C Discovery Themes



4A Investigators

- Lead PI is listed first
- List all OSU investigators contributing to the project
- Must indicate salary recovery through a %
 - Exception- off duty pay
- Do not list postdocs, graduate students, or staff
 - Exception – with PI status

| 4A. Investigators | |
|----------------------------------|-------------------|
| Name | % Salary Recovery |
| WORLEY, CHARLES THOMAS | 0 |
| SCOTT, HANNAH MARIE STITH | 100 |



4B Department/Centers

- List all OSU Departments/Centers via their org #
- First org is the administrative home of the proposal
- Click Add New Department/Center
- Add each Department separately

| OSU Depts/Centers | | | |
|------------------------|--------------------------------|---------------------------------------|---|
| Dept/Center | <input type="text"/> | (match) | |
| | 56000 OARDC ▼ | | |
| Award Allocation | <input type="text" value="0"/> | % | <input type="text" value="100"/> % allocation remaining |
| Expenditure Allocation | <input type="text" value="0"/> | % | <input type="text" value="100"/> % allocation remaining |
| | | <input type="button" value="Submit"/> | <input type="button" value="Cancel"/> |



4B. Departments/Centers

| Department/Center | Org # |
|----------------------------------|--------------|
| OARDC PIKETON | 56920 |
| OSUE-PIKETON RSCH/EXT CTR | 55960 |



% Proposal/Award Allocation

- Represents who gets credit for the award (non-financial)



% Expenditure Allocation

- Represents how the \$\$\$\$\$ will be distributed

The proposal/award and expenditure allocations column must each add to 100%, they don't add to 100% together.

| Org # | % Proposal/Award Alloc | % Expenditure Alloc |
|-------|------------------------|---------------------|
| 56920 | 80 | 100 |
| 55060 | 20 | 0 |



| 4B. Department/Center | Org # | % Proposal/Award Alloc | % Expenditure Alloc |
|----------------------------------|--------------|-------------------------------|----------------------------|
| Food Science & Technology | 11560 | 50 | 50 |
| Human Nutrition | 12540 | 17 | 17 |
| COPH-Division of Biostatistics | 25056 | 5 | 5 |
| Surgical Oncology | 25954 | 28 | 28 |





5 Budget and Award Information

5A Award Period (project begin / end date)

5B Total Amount requested from sponsor

5C/D Cost Sharing

Voluntary cost sharing should not be used

- **Facilities & Administrative Costs**

- 1) Sponsor F & A (listed in RFP)
- 2) Rate used for this proposal
- 3) Base



5 Budget and Award Information

5E Facilities & Administrative Costs

- 1) Sponsor F & A (listed in RFP)
- 2) Rate used for this proposal
- 3) Base

F & A Rate /Indirect Costs

- The FULL rate of 54% should be used
- Only exception – Sponsor requires a different rate
- Other exception - OSU County Extension office (not OSU owned)

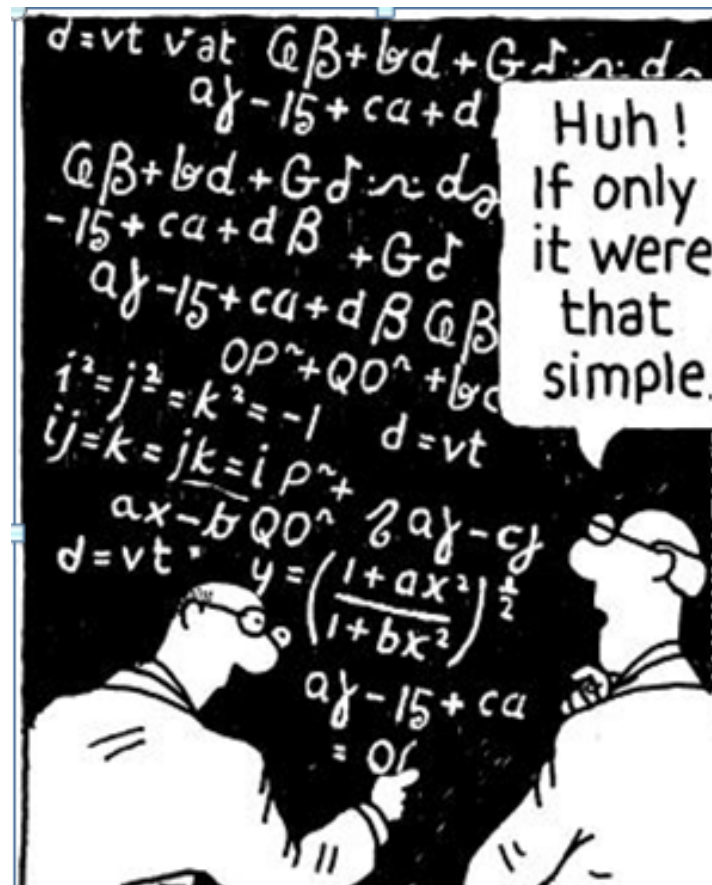


1,2,3

MTDC - when you are using
the full OSU rate of 54%

TDC - when you are using a
rate other than the full OSU
rate

OTHER: A rate that has been
negotiated between the PI,
Chair and College Authorized
Rep (Lori Kaser)





F GA Fees (who will be paying)

6 Compliance areas

- Human Subjects? IRB Protocol #
- Vertebrate Animals, IACUC Protocol #
- Recombinant DNA, IBC Protocol #
- Export Control
- Conflicts of Interest



- **Conflict of Interest**

A 'significant' financial interest exists if the value of any stock or stock option (5% or more) in a publically-traded company and any personal income from consulting, speaking fees or honoraria exceeds \$5,000 in the past twelve (12) months.

Must list the companies on the ePA005.



J. Export Controls

- ANY research outside of the USA
- International travel - Traveling with laptop computers, web enabled cell phones and other personal equipment
- Activities that involve foreign entities, students, staff, visiting foreign scientists or collaborators
- International field work

Indicate YES on the epa-005



8. Space for the project

- Must identify location (Kottman Hall, Columbus)
(Thorne Hall, Wooster) (Piketon South Centers)
- **Comments**
 - Any additional information the approver should know
- **Upload a file**
 - Upload OSP approved budget and justification



Signature Options

- Save & Exit
- Save & Continue
- Submit for Signature

- **The “owner” of the form can go back and make changes via the UPDATE button**

Who else approves the form:

- Co-Pi's, Chair(s), other designated college representatives



Helpful tips!

- Leave time for appropriate signatures
- Attach the final OSP approved budget
- Include cost share on the ePA-005
- Must be approved PRIOR to proposal submission



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Questions?

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