



AnSRS4u  
Presented By TAMU  
Sponsored Research Services  
Part of the  
TAMU Division of Research

July 16, 2020



# Proposal Development and Submission

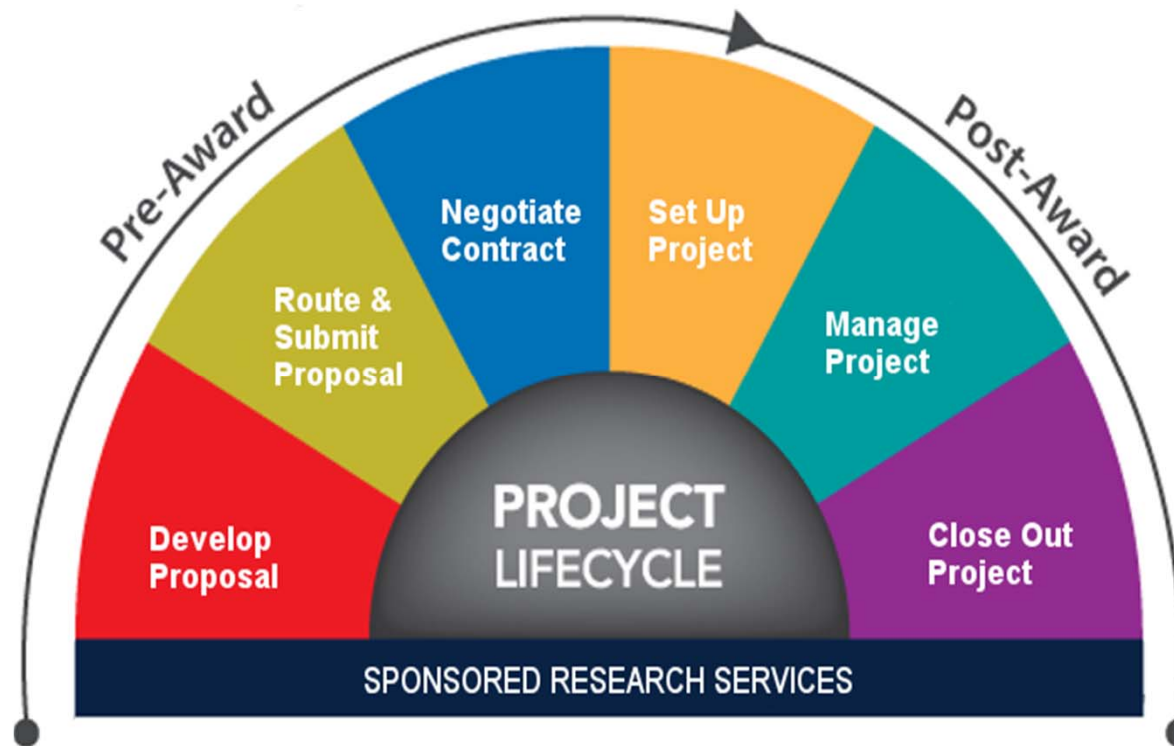
Presenters


David Hollingsworth

Sue Hibbs

Lyndal Arceneaux

# Life Cycle of an Award





# Research Development Services

## (Non-SRS Proposal Resources)

- Workshops – sponsors and grant writing
- Editing
- Assistance on large Multidisciplinary proposals
- Junior Faculty Academy
- Data management plans – John Watts of TAMU Libraries
- If you are not sure which office to contact start with the TAMU Research Development Services  
<https://vpr.tamu.edu/division-units/research-development-services>



# Funding Databases

## TAMU Division of Research

- <https://vpr.tamu.edu/initiate-research/funding-databases>
- Foundation Directory
- PIVOT
  - Access through the Library Database Search Box  
<http://library.tamu.edu/>
  - Search for funding opportunities
  - Pushes search results automatically to researchers via periodic email.
  - Results are guided by researcher profiles - keywords of interest and expertise
  - Use the researcher profiles to view profiles of other researchers and find collaborators



# Grants.Gov - <https://www.grants.gov/>

- Search by funding opportunities by
  - Funding Opportunity Announcement #
  - Keywords
  - Date/date range – posting or closing date
  - CFDA code
  - Eligibility
  - Funding Instrument type
  - Category
  - Agency



# Sponsored Research Services

- TAMUS Policy 15.04 Sponsored Research Services (SRS)
- Proposal administration services
  - Determining sponsor's requirements / read the Funding Opportunity Announcement
  - Budget preparation
  - Quality Check
  - Internal routing, review and approval
  - Proposal submission



# Contact Your SRS Proposal Administrator (PA) Early in the Process

Your PA will need the following information:

- Sponsor name
- Proposal guidelines
- Due date of submission
- Proposal title
- Project start and end dates
- Names and contact information of any collaborators





# Proposal Submission Guidelines

- SRS requests the following documents 5 business days in advance of the sponsor deadline:
  - Budget and budget justification
  - Draft abstract or statement of work
  - Relevant approved waivers
  - Subcontract documents
  - Biosketch, Current & Pending Support
  - Data Management Plan
  - Facilities & Equipment
- Technical portions of the proposal should be submitted to SRS in **final format no later than 1 business day** prior to the sponsor deadline.
- SRS Submission is 5:00pm CST unless an earlier time is specified by sponsor



# Start by Reading the Funding Opportunity Announcement (FOA)

## ■ Key pieces of information

- Due Date
- Eligibility
- Submission limitations
- Type of submission ( letter of intent, White paper, preliminary proposal, full proposal)
- Method of Submission
- Proposal Requirements



## Sections of FOA per Uniform Guidance

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Federal Award Administration Information
- G. Federal Awarding Agency Contact(s)
- H. Other Information—Optional



# A. Program Description

- Contains the full program description of the funding opportunity.
- Describes the agency's funding priorities
- Focus areas
- Program history
- Does the program encourages collaborative efforts
- Citations for authorizing statutes and regulations



## B. Federal Award Information— Required

- Total amount of funding that the agency expects to award.
- Anticipated number of awards
- Expected amounts of individual awards
- Anticipated start dates and periods of performance
- Indicate if grant, cooperative agreement or if procurement contract may be awarded



## C. Eligibility Information

- *1. Eligible Applicants—Required*
  - Types of applicant organizations
  - Eligibility of the principal investigator
  - Any criteria that make particular projects ineligible
- *2. Cost Sharing or Matching—Required*
  - Must state whether there is required cost sharing, matching, or cost participation without which an application would be ineligible.
  - If cost sharing is not required, the announcement must explicitly state this.



# Limitation on Proposal Submissions

- Number of proposals per organization
- Number of Proposals per PI or Co-PI
- Limiting PI by stage of career



TAMU/College Station based research agencies process for limited submissions

- VPR Limited Submission Process
- <https://vpr.tamu.edu/initiate-research/lsp>
- Identification
- Notification
- Internal proposal submission, review and selection
- Contact: Shelly Martin at [shelly.martin@tamu.edu](mailto:shelly.martin@tamu.edu)





## D. Application and Submission Information

- Must identify due dates and times for all submissions
- Must state if agency plans more than one cycle of application submission
- If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.
- SRS submission is 5:00pm CST unless an earlier time is specified by sponsor



## E. Application Review Information

- Evaluation criteria
  - Criterion and weighting
  - Other selection factors
- Review and selection process
- Anticipated notice of selection and Federal award dates



# Internal Approvals

- PI Eligibility
- Waivers/Reduction of Indirect Costs
- Waivers of Intellectual Property
- Voluntary Cost Share
- De minimis Effort
- Institutional Letter of Support



# TAMUS Policy / Member Rules

- PI eligible titles per member
- TAMUS Policy 15.01 Research Agreements
  - Faculty adloced to COALS submit through AgriLife Research. If not eligible submit through TAMU.
  - Faculty adloced to COE submit through TEES. If not eligible submit through TAMU.
  - Faculty adloced to Vet Medicine submit either as AgriLife Research or through TAMU



# Cost Share

- Mandatory – required by the sponsor
- Voluntary Committed - cost sharing specifically pledged in the proposal's budget or award on the part of the recipient
  - Per TAMUS policy 15.01.05 Cost Sharing on Sponsored Agreements: Voluntary committed cost sharing is strongly discouraged on all proposals.
- Voluntary uncommitted effort - is effort that is over and above that which is committed and budgeted for in a sponsored agreement
- PI is responsible for obtaining cost share



# Responsibility for Proposal Components

## Principal Investigator

- Summary
- Technical Narrative
- Budget justification
- References
- Biosketches  
Current & Pending  
Support
- Facilities / Resources
- Other required technical  
sections

## Proposal Administrator

- Budget
- Sponsor budget forms
- Administrative forms
- Collection of Subaward  
budget and administrative  
documents



# Preparing the Budget

- Determining the allowability of costs – are there limitations or restrictions?
- What is the maximum amount that can be requested?
- What is the average amount?
- PI provides inputs to SRS
- SRS works up draft budget
- Several iterations – final budget



# Explanation of SRS Proposal Budget Spreadsheet

- Contains built in calculations
- Contains values for fringe benefits
- Contains values for tuition and fees
- Contains values for F&A costs





# Budget Example

- 3 year project
- Principal Investigator (1 month per year)
- Co-Principal Investigator (1 month per year)
- 2 Graduate Assistant Researchers  
(12 months @ 50% time per year)
- Travel 4 people to 1 conference per year
- Materials and Supplies \$10,000/yr
- Subaward to another university \$50K /yr

**SRS Budget Worksheet**

**Sample Budget**

<b>SRS Proposal #:</b>	<b>20-XXXXX</b>						
<b>Project Dates:</b>	<b>September 1, 2020 - August 31, 2023</b>						
<b>Sponsor:</b>	<b>NSF</b>						
<b>Cumulative Budget Request</b>							
<b>Category</b>							
<b>A. Sr Personnel</b>				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>TOTAL</b>
<b>Name</b>	<b>Project Role</b>						
G. I. Lovemoney (ECEN)	Principal Investigator		Person Months	1.00	1.00	1.00	
			Salary	\$ 17,160	\$ 17,675	\$ 18,205	\$ 53,040
			Fringe	\$ 3,123	\$ 3,217	\$ 3,313	\$ 9,653
			Insurance	\$ 746	\$ 746	\$ 746	\$ 2,238
			Total Fringe	\$ 3,869	\$ 3,963	\$ 4,059	\$ 11,891
I. M. Fine (Physics)	Co-PI		Person Months	1.00	1.00	1.00	
			Salary	\$ 15,015	\$ 15,465	\$ 15,929	\$ 46,409
			Fringe	\$ 2,733	\$ 2,815	\$ 2,899	\$ 8,447
			Insurance	\$ 746	\$ 746	\$ 746	\$ 2,238
			Total Fringe	\$ 3,479	\$ 3,561	\$ 3,645	\$ 10,685
<b>Subtotal Salaries Senior Personnel</b>				\$ 32,175	\$ 33,140	\$ 34,134	\$ 99,449
<b>Subtotal Benefits Senior Personnel</b>				\$ 7,348	\$ 7,524	\$ 7,704	\$ 22,576
<b>Subtotal Senior Personnel</b>				\$ 39,523	\$ 40,664	\$ 41,838	\$ 122,025
<b>B. Other Personnel</b>							
<b>Name</b>	<b>Project Role</b>	<b>Student College</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>TOTAL</b>
To be named (ECEN)	Graduate Student	Eng	Person Months	6.00	6.00	6.00	
		Eng	# of Persons	1	1	1	
		Eng	Salary	\$ 24,000	\$ 24,720	\$ 25,462	\$ 74,182
		Not Allowed	Fringe	\$ 720	\$ 742	\$ 764	\$ 2,226
		Not Allowed	Insurance	\$ 2,472	\$ 2,472	\$ 2,472	\$ 7,416
			Total Fringe	\$ 3,192	\$ 3,214	\$ 3,236	\$ 9,642
To be named (Physics)	Graduate Student	Sci	Person Months	6.00	6.00	6.00	
		Sci	# of Persons	1	1	1	
		Sci	Salary	\$ 24,600	\$ 25,338	\$ 26,098	\$ 76,036
		Not Allowed	Fringe	\$ 738	\$ 760	\$ 783	\$ 2,281
		Not Allowed	Insurance	\$ 2,472	\$ 2,472	\$ 2,472	\$ 7,416
			Total Fringe	\$ 3,210	\$ 3,232	\$ 3,255	\$ 9,697
Total Graduate Student Salary				\$ 48,600	\$ 50,058	\$ 51,560	\$ 150,218
Total Graduate Student Fringe				\$ 6,402	\$ 6,446	\$ 6,431	\$ 19,333
<b>Subtotal Salaries Other Personnel</b>				\$ 48,600	\$ 50,058	\$ 51,560	\$ 150,218
<b>Subtotal Benefits Other Personnel</b>				\$ 6,402	\$ 6,446	\$ 6,431	\$ 19,333
<b>Subtotal Other Personnel</b>				\$ 55,002	\$ 56,504	\$ 58,051	\$ 169,557
<b>Total Salaries</b>				\$ 80,775	\$ 83,198	\$ 85,694	\$ 249,667
<b>Total Benefits</b>				\$ 13,750	\$ 13,970	\$ 14,195	\$ 41,915
<b>Total Personnel Costs</b>				\$ 94,525	\$ 97,168	\$ 99,889	\$ 291,582



# Data Entry PI/Co-PI Salary / Effort

<u>FTE</u>	<u>Yearly Salary</u>	<u>Monthly Salary</u>	<u>Longevity</u>	<u>Longevity Months</u>	<u>Yearly Increase</u>	<u>% Effort Per Year</u>	<u>Months</u>
\$	200,000	\$ 16,666.67	\$ -	-	1.03	8.33%	12
					1.03	8.33%	12
					1.03	8.33%	12
					1.03	0.00%	12
					1.03	0.00%	12
\$	175,000	\$ 14,583.33	\$ -	-	1.03	8.33%	12
					1.03	8.33%	12
					1.03	8.33%	12
					1.03	0.00%	12
					1.03	0.00%	12

# Data Entry Graduate Student Salary / Effort

FTE	Monthly	Yearly	Longevity	Yearly	% Effort
FTE	Monthly	Yearly	% Effort	Months	Number of
<u>Yearly Salary</u>	<u>Salary</u>	<u>Increase</u>	<u>Per Year</u>		<u>Persons</u>
\$ 48,000	\$ 4,000.00	1.00	50.00%	12	1.00
		1.03	50.00%	12	1.00
		1.03	50.00%	12	1.00
		1.03	0.00%	12	-
		1.03	0.00%	12	-
\$ 49,200	\$ 4,100.00	1.00	50.00%	12	1.00
		1.03	50.00%	12	1.00
		1.03	50.00%	12	1.00
		1.03	0.00%	12	-
		1.03	0.00%	12	-

# Tuition & Fees Selection of College Determines the Rate

<u>Project Role</u>	<u>Student College</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Graduate Student	Eng	Person Months	6.00	6.00	6.00
	Eng	# of Persons	1	1	1
	Eng	Salary	\$ 24,000	\$ 24,720	\$ 25,462
	Not Allowed	Fringe	\$ 2,568	\$ 2,645	\$ 2,724
	Not Allowed	Insurance	\$ 2,472	\$ 2,472	\$ 2,472
		Total Fringe	\$ 5,040	\$ 5,117	\$ 5,196

<u>Project Role</u>	<u>College</u>				
Graduate Student	Eng		\$ 16,728	\$ 17,564	\$ 18,443

# Fringe Benefits



System Office of Budgets and Accounting  
THE TEXAS A&M UNIVERSITY SYSTEM

July 31, 2019

## MEMORANDUM

**TO:** Chief Financial Officers  
Academic Institutions and Service Agencies

**FROM:** Monica Poehl, Associate Director, Accounting *Monica Poehl*

**SUBJECT:** FY2020 Budgeting for Fringe Benefits on Sponsored Agreements

For fiscal year 2020, please use the fringe benefit rates listed below when calculating fringe benefits for sponsored agreement budgeting purposes. This will not impact reimbursements from sponsored agreements, as fringe benefits will continue to be reimbursed at the actual dollar amount expended, rather than the budgeted amount.

Beginning July 2000, the State is not required to pay Social Security and Medicare for students who meet certain criteria. Please refer to [Fringe Benefit section of the The Texas A&M University System Tax Manual](#) for those criteria. For the purposes of fringe benefit budgeting, students that meet the criteria will be called FICA Exempt Students. For students who do not meet the criteria, choose the employee category that applies to them.

### Fiscal Year 2020 Fringe Benefits for Budget Purposes

Employees Eligible for all Fringe Benefits	18.2 % of direct salaries & wages PLUS A fixed monthly dollar amount for group insurance
Employees Not Eligible for Group Insurance & Retirement	10.7 % of direct salaries & wages
FICA Exempt Students Eligible for Group Insurance But Not Eligible for Retirement	3.0 % of direct salaries & wages PLUS A fixed monthly dollar amount for group insurance
FICA Exempt Students Not Eligible for Group Insurance & Retirement	3.0 % of direct salaries & wages

### Fiscal Year 2020 Fixed Monthly Dollar Amount for Group (Medical & Basic Life) Insurance

Classification of Employee	Fixed Monthly Insurance Amount
Faculty and Staff – Full Time (100%)	\$746
Faculty and Staff – Part Time (50% - 99.99%)	\$365
Insurance Eligible Student (b)	\$206
Combined (all employees) (a)	\$646

# Data Entry for Fringe Rates

<b>Fringe Rate-Faculty/Staff:</b>	0.182
<b>Insurance Rate for Faculty/Staff:</b>	\$ 746

<b>Fringe Rate-Grad Students:</b>	0.030	<b>Use 0.107 for Students or 0.03 for FICA Exempt</b>
<b>Insurance Rate for Students:</b>	\$ 412	





# UG 200.474 Travel Costs

## Reasons for Travel

- Attend conference to disseminate research results
- Meeting with sponsor
- Meeting with collaborators
- Domestic / Foreign travel
- Airfare, Lodging, meals, rental car, other costs

# Travel Costs Entry

<u>Travel Domestic</u>							
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
	<i>Total Trip</i>			<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>Trip Information</b>			<b># Trips/Yr</b>	1	1	1	
			<b># Persons/Trip</b>	4	4	4	
<b>City &amp; Purpose:</b>			<b># Days Per Diem/Trip</b>	3	3	3	
			<b># Days Lodging/Trip</b>	2	2	2	
	<b>Item</b>	<b>\$ Amount</b>					
Travel to Conference to present results. Cost estimates based on location of Washington DC.	Per diem	\$ 36		\$ 1,152	\$ 1,152	\$ 1,152	\$ 3,456
	Lodging	\$ 240		\$ 1,920	\$ 1,920	\$ 1,920	\$ 5,760
	Airfare	\$ 650		\$ 2,600	\$ 2,600	\$ 2,600	\$ 7,800
	Rental Car	\$ 60		\$ 180	\$ 180	\$ 180	\$ 540
	Mileage	\$ -		\$ -	\$ -	\$ -	\$ -
	Other	\$ -		\$ -	\$ -	\$ -	\$ -
	<i>Total Trip</i>			<i>\$ 5,852</i>	<i>\$ 5,852</i>	<i>\$ 5,852</i>	<i>\$ 17,556</i>
<b>Total Domestic Travel</b>				<b>\$ 5,852</b>	<b>\$ 5,852</b>	<b>\$ 5,852</b>	<b>\$ 17,556</b>

# Materials & Supplies, Other Costs, Subaward, Tuition and Fees, Indirect Cost

<b>Materials &amp; Supplies</b>							
	Miscellaneous Lab supplies			\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
<b>Total Supplies</b>				<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>
<b>Other Costs</b>							
	Other: Conference Fees			\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
<b>Total Other Costs</b>				<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 6,000</b>
<b>SubRecipient Costs</b>							
	LSU			\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
<b>Total SubRecipient Costs</b>				<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
<b>Graduate Student Tuition &amp; Fees</b>							
	<b>Name</b>	<b>Project Role</b>	<b>College</b>				
	To be named (ECEN)	Graduate Student	Eng	\$ 16,728	\$ 17,564	\$ 18,443	\$ 52,735
	To be named (Physics)	Graduate Student	Sci	\$ 10,008	\$ 10,508	\$ 11,034	\$ 31,550
<b>Total Tuition &amp; Fees</b>				<b>\$ 26,736</b>	<b>\$ 28,072</b>	<b>\$ 29,477</b>	<b>\$ 84,285</b>
<b>Modified Total Direct Costs (MTDC)</b>				<b>\$ 137,377</b>	<b>\$ 115,020</b>	<b>\$ 117,741</b>	<b>\$ 370,138</b>
<b>Total Direct Costs (TDC)</b>				<b>\$ 189,113</b>	<b>\$ 193,092</b>	<b>\$ 197,218</b>	<b>\$ 579,423</b>
<b>INDIRECT COSTS</b>				<b>Rate</b>	<b>51.5%</b>	<b>51.5%</b>	<b>51.5%</b>
				<b>Base</b>	<b>MTDC</b>	<b>MTDC</b>	<b>MTDC</b>
				\$ 70,749	\$ 59,235	\$ 60,637	\$ 190,621
<b>TOTAL REQUEST FROM SPONSOR (TRS)</b>				<b>\$ 259,862</b>	<b>\$ 252,327</b>	<b>\$ 257,855</b>	<b>\$ 770,044</b>


# SRS Budget Template - Subawards

**NOTE: College Station Based TAMUS Subrecipients Exempt from IDC. Enter College Station Based subs in Over \$25,000 Table**

<b>SubRecipient Costs: First \$25,000</b>					
<b>SubName</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>TOTAL</b>	
LSU	25,000	-	-	25,000	
Sub2	-	-	-	-	
Sub3	-	-	-	-	
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	

<b>SubRecipient Costs: Over \$25,000</b>					
<b>SubName</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>TOTAL</b>	
LSU	25,000	50,000	50,000	125,000	
Sub2	-	-	-	-	
Sub3	-	-	-	-	
<b>TOTAL</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>	<b>125,000</b>	

<b>Total SubRecipient Costs</b>					
<b>SubName</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>TOTAL</b>	
LSU	50,000	50,000	50,000	150,000	
Sub2	-	-	-	-	
Sub3	-	-	-	-	
<b>TOTAL</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>150,000</b>	



# Subawards Between TAMUS System Members

- A subaward agreement may be required when collaborating with a faculty member who's research appointment is with a different TAMUS member.
- Differs depending on who is the lead member. Some members require the use of a subaward and other members do not.



# Cayuse 424

- System 2 System (S2S) proposal submission software for Federal Grants.gov submissions
- Communicates with Maestro via an application programming interface (API) platform to sync information across systems and minimize duplication of effort and simplify the submission process.
- PIs able to access applications via Researcher Dashboard in Maestro and upload files/review proposal at any time.



## Internal Review and Approval

- Routed via MAESTRO
- Protection for institution and for PI
- Approve/sign off
  - PI/Co-PIs
  - Department Heads, Center Directors
  - Deans
  - Member's Research Administration Office



# MAESTRO – Proposal Documents

- Funding Opportunity Announcement
- SRS Budget
- Routing package
- Final documents submitted to sponsor
- Confirmation of receipt





# Proposal Submission

- Proposal is submitted on time and meets sponsor's requirements.
- Time to celebrate the submission!!
- Wait to hear if the proposal is selected for funding.
- Federal funding rate is approximately 20%
- Start working on the next proposal



# After the Submission

## Pre-negotiation Requirements

- NIH Just-In-Time requirements
- Revised budgets
- Additional budget documentation
- Institutional Financial Documentation
- Representations and Certifications



# Congratulations the Award is Received !!

- Send any award documents received from the sponsor to [awards@tamu.edu](mailto:awards@tamu.edu) to be processed by SRS.



# Wrap-up

- Send Questions to [AnSRS4U@tamu.edu](mailto:AnSRS4U@tamu.edu)
- If you would like a tutorial on the SRS spreadsheet email [AnSRS4U@tamu.edu](mailto:AnSRS4U@tamu.edu) and SRS will set up a interactive Zoom meeting to go through the spreadsheet in more detail.
- Next AnSRS4u presentation – Thursday August 20.  
Topic – Contract Negotiations
- Certified Research Administrator (CRA) review sessions start in August. Exam is in November. Email [dhollingsworth@tamu.edu](mailto:dhollingsworth@tamu.edu) if you want to be included.