

# Introduction to Research Administration at the UW

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**Surviving and Thriving During the Research Years**

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# Today's goals

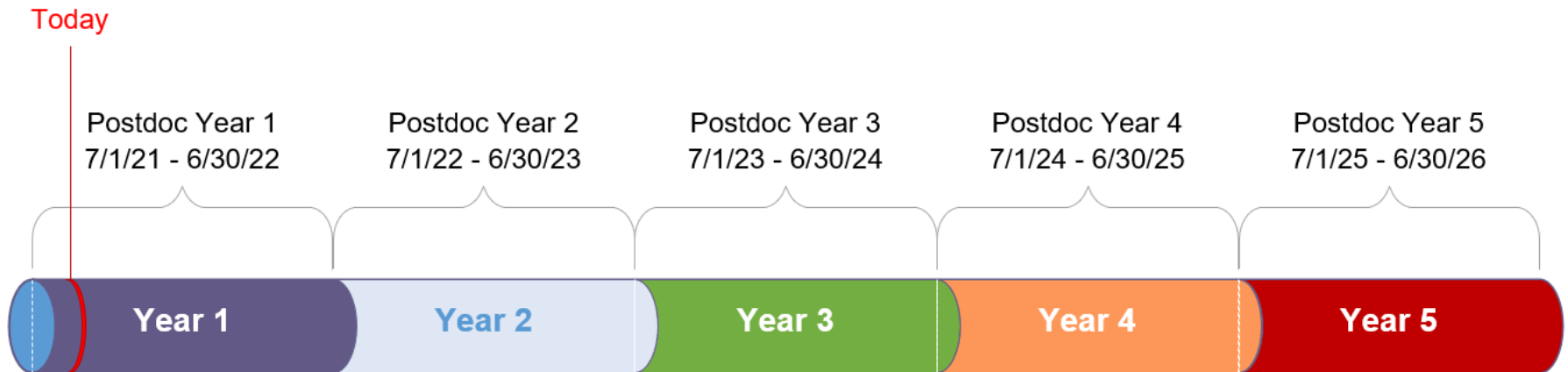
**1) Provide a brief/high level overview of the grant proposal submission process**

**2) Highlight the role of key players:**

- Principal Investigator
- Mentor
- Administrative staff
- Department and School reviewers
- UW 'central' offices
- Funding sponsors (e.g., NIH)

# Before you get started – know your timeline

## Postdoc Timeline



# Before you get started –more timelines



# Essential prep work

- Discuss your plans and timeline with your Mentor
- Thoroughly read the program announcement and application guidelines (**more than once**) –sponsor guidelines need to align with UW policies, expectations, timelines
- All grant proposals have both scientific and administrative components
- Fellowship and Career Awards often have additional requirements

# Essential prep work

- Are you eligible? Is the timing right?
- Postdoc experiences are term limited at UW
- Are there specific title or faculty appointment requirements?
- Do you need to obtain letters of reference or institutional commitment?

# Principal Investigator and Mentor

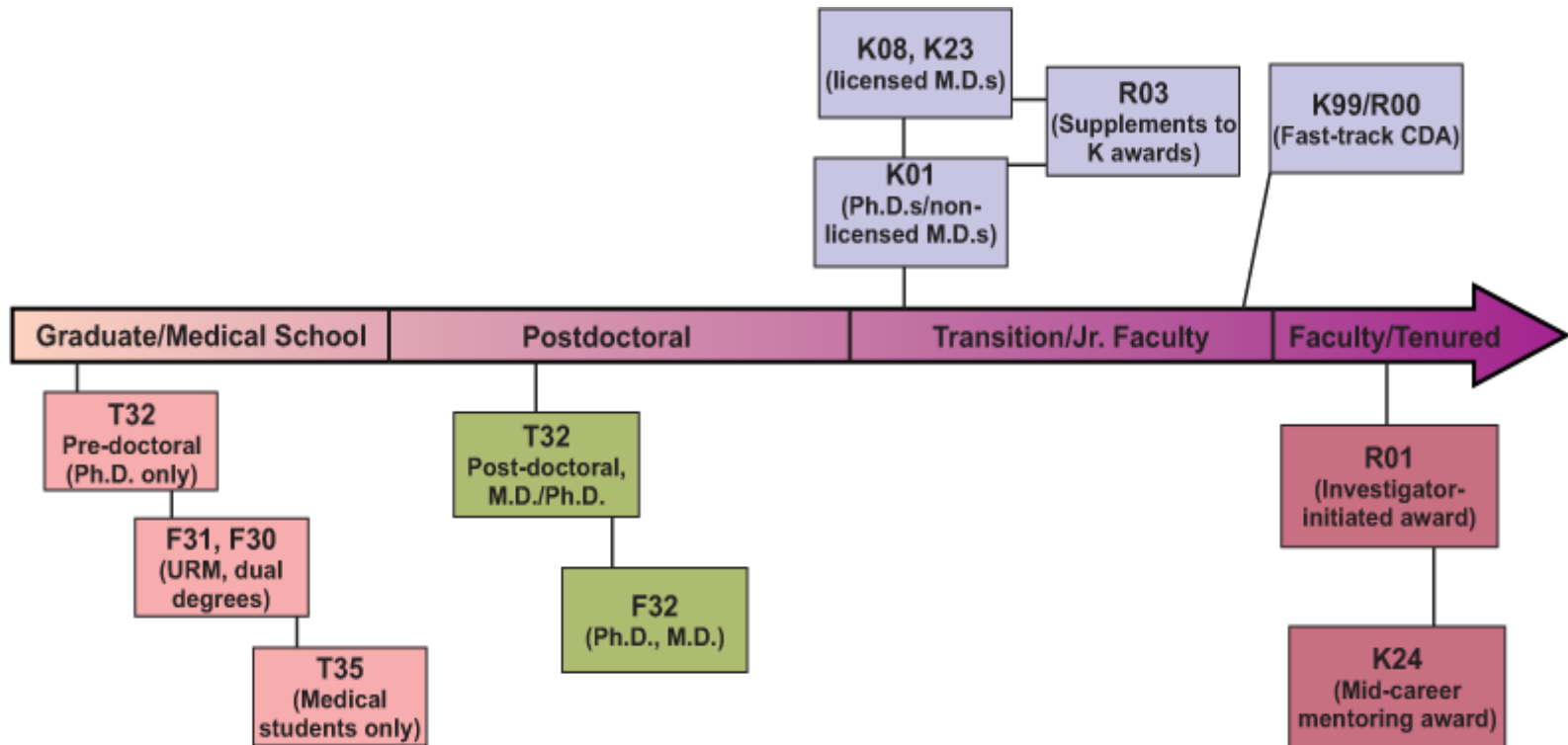
UW School of Medicine policy on PI eligibility

Fellows are allowed to apply for mentored fellowship grants and transitional grants leading to independence (career development awards) only

Non mentored research proposal submissions are restricted to individuals with faculty appointments

# Types of awards

## NIH funding mechanism progression





# Principal Investigator/Mentor Responsibilities

- Mentor is listed as PI in UW systems
- Fellow is listed as PI on sponsor forms and application PI in UW systems

This pair is responsible for:

- Alerting Division staff of submission plans
- Understanding application guidelines/requirements
- Establishing timelines and assignments

# Division Staff

Division administrative staff typically assist with the following:

- Budget development and sponsor form completion
- Completion of UW internal review transmittal form (eGC1), highlighting internal deadlines
- “Translating ” grant-speak
- Assistance with award processing and ongoing management

# Budget Development

- Award funding is split between **DIRECT** and **INDIRECT** monies
- **DIRECT** funding supports the costs of performing the research (e.g., salaries, benefits, supplies)
- **INDIRECT** funding supports the UW's 'overhead' – known as the facilities and administration needed to manage the process

# Budget Development

**Direct costs are those *allowable* costs associated with direct performance of the project**

- **Salary and Benefits (biggest expense, figure this out first)**
- Personal Services (e.g., consulting services, subject payments)
- Other Services (e.g., animal purchase, core research services)
- Travel (if allowed)
- Supplies (e.g., disposable items and minor equipment)
- Equipment
- Tuition and Fees

**Plus authorized Facilities and Administration (indirect) costs = Total Costs of the proposal**

# Budget Development

**Effort cannot exceed 100% for all activities**

**Many awards require 75% effort but do not provide enough funding to pay 75% of an Acting or Assistant Professor salary**

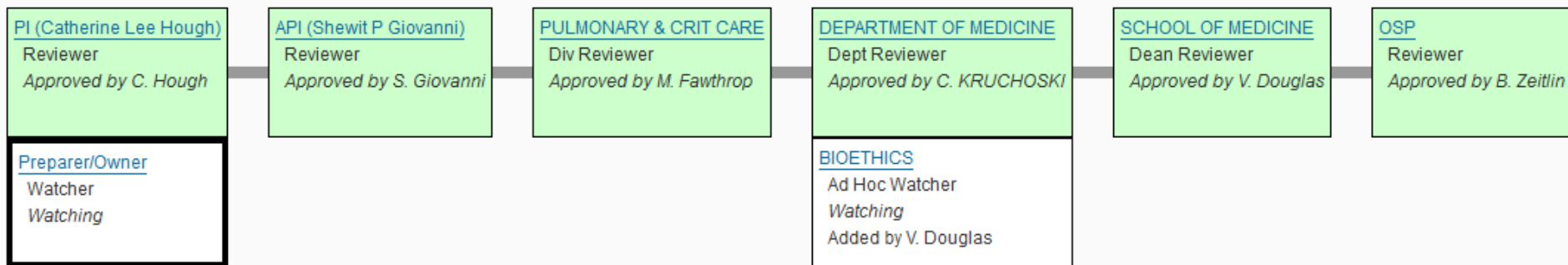
*– How will this gap be funded?*

**Confirm when effort must be accounted for separately and when overlap may occur**

# SAGE and the eGC1

SAGE is the UW portal used to route proposal documents for review

The eGC1 is the form within SAGE – all grant proposals are reviewed by multiple offices



# SAGE and the eGC1

Internal (UW) reviewers assess:

- Budgetary and form content accuracy
- Effort, space, or resource commitments
- Overall institutional commitments
- Compliance requirements

# SAGE/eGC1 Timeline

## UW Policy

### **7+ business days:**

- All final administrative components and draft “science” received by OSP

### **3+ business days:**

- Final proposal in complete & final format
- Status = received and READY TO SUBMIT by OSP by 5 pm

### **<3 business days:**

- Any application received by OSP after 5pm three business days before the sponsor deadline will not be reviewed and will be sent back to the PI/Dept



# SAGE/eGC1 Timeline

## UW Policy – READY TO SUBMIT (RTS)

**3+ business days** (*best practice is 5-7 days*):

- Final proposal in complete & final format
- Status = received and READY TO SUBMIT at OSP by 5 pm

Proposals marked as RTS cannot be withdrawn from the review stream.

RTS proposals will only be returned for correction of system generated errors or upload errors



# UW (Campus) offices

## **Office of Sponsored Programs (OSP) is authorized to:**

- Perform final review of proposals to ensure UW policies and application requirements are met
- Submit, accepts and negotiates awards on behalf of the UW

## **Grant and Contract Accounting (GCA) responsibilities:**

- Provide high level oversight of all expenditures
- Coordinate financial reporting with PI/admin team

# Compliance - Expenditures

**PI is responsible for ensuring that all expenditures are:**

- Consistent (with the aims of the proposal)
- Allowable (by the sponsor and the UW)
- Reasonable (you bought your airfare when?)
- Allocable (assigned the right percentage)

## Other Compliance requirements

### **Awards may require additional approvals – missing approvals may delay award start**

- IRB (approved protocol must be linked to funding source)
- IACUC (ditto)
- Hazardous Materials usage
- Confirmation of appointment status
- Training in the protection of human research subjects
- Financial conflict of interest reporting and resolution

# Q and A

