Introduction to Research Administration at the UW

Monica Fawthrop
Division Administrator
Division of Pulmonary, Critical Care and Sleep Medicine
Division of Gerontology and Geriatric Medicine

Surviving and Thriving During the Research Years

mfawthro@uw.edu
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

Today

- Postdoc Year 1: 7/1/21 - 6/30/22
- Postdoc Year 2: 7/1/22 - 6/30/23
- Postdoc Year 3: 7/1/23 - 6/30/24
- Postdoc Year 4: 7/1/24 - 6/30/25
- Postdoc Year 5: 7/1/25 - 6/30/26

Year 1 - Year 5
Before you get started – more timelines

- Share Results
- Plan
- Find Opportunity
- Apply
- Make Award
  Months 9-10
- Review Application
  Months 4-8
- Refer Application
  Months 1-3
- Manage Grant Award
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?
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 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
• 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
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
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
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.
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
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)
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