

MANAGING A RESEARCH GRANT – SUCCESSFUL GRANT ADMINISTRATION
(summarized from OSU Guide for Principal Investigators 11/2008, ORTEC)
<http://rf.osu.edu/introduction/documents/OverviewtoProposalSubmission.pdf>

Office of Sponsored Programs (OSP, formerly the Research Foundation, <http://rf.osu.edu>)

1. YES!!! You got the grant! Now, what do you do?

- Be sure the Sponsored Program Officer (SPO, contact information under Resources) has received the Notice of Award from the Sponsor; SPO will review and work with sponsor to negotiate terms and conditions to protect you as the Principal Investigator (PI) and the University
 - PIs may not sign or otherwise accept awards on behalf of the University
- Be sure all compliance issues are settled (Conflict of Interest, Institutional Animal Care and Use Committee approval, Institutional Review Board approval, contact K. Hayes-Ozello for assistance, contact info under Resources)
- Work with your departmental Human Resources and Fiscal Officers (contact information under Resources) to appoint personnel and set up release time, direct pay or off-duty quarter appointments
- Preliminary projects may be set up (need form OGC-005 on OSP website, <http://rf.osu.edu>) to begin spending before the award is actually received by the OSP
- Designated individuals may be authorized to make purchases on project on behalf of PI (need form PR-028, OSP website, <http://rf.osu.edu>)

A note about personnel appointments: Personnel often are the largest expense to a project. It is important to monitor the monthly “burn rate” on a project and make personnel appointment changes in a timely manner. Remember that *unless initiated by the PI, personnel will not be automatically terminated or moved from a project after the end date!!*

2. Electronic Research Administration (eRA) Tools through OSP website: <http://rf.osu.edu>

- PI Portal (log-in required); PIs should review monthly at least
 - One-stop for PIs to view project accounts (financials, personnel)
 - Financials updated nightly
 - Other info (personnel appointments, etc.) updated monthly
 - Profile provides all compliance and effort information
 - Training provided by College of Veterinary Medicine Grant Support Office (CVM GSO) and
 - Office of Research Training Education and Communication (ORTEC)(<http://research.osu.edu/ortec>) 688-3860
- E-activity
 - Application that allows searching of award, expenditure and proposal databases for extramurally funded projects
- E-cert
 - On-line effort certification to verify time and effort of employees on sponsored projects (Effort reporting is a federal requirement)

3. Reporting

- Most agencies require an annual report of progress. Federal Agencies such as NIH use electronic progress reports (eSNAP) for most types of grants. Access to the site for electronic submission of progress reports (ERA Commons) must be granted. Dr. Jill Richards, SPO, can get this set up for you (see Resources below). Dr. Hayes-Ozello can assist with eSNAP submissions.

4. Resources

- CVM Grant Support: Dr. Kate Hayes-Ozello 2-8670 127K VMAB hayes-ozello.1@osu.edu
 - Dr. Hayes-Ozello provides assistance with identifying funding opportunities, grant organization, editing and submission, and post-award administration (personnel, budgets). She answers general questions and works with pre-award and post-award Sponsored Program Officers at the OSP.

- Veterinary Biosciences
Personnel/HR staff and faculty – Jan Roseberry (personnel appointments) 2-4489 (roseberry.1@osu.edu), Lisa Wilkosz 2-4596 (release time, direct pay and cost share appointments)
Graduate Students/HR - Lin Hess (linda.hess@cvm.osu.edu)
Fiscal - Lisa Wilkosz 2-4596 (lisa.wilkosz@cvm.osu.edu)

- Veterinary Clinical Sciences
Personnel/HR – Robin Bennett 2-7105 (Bennett.16@osu.edu)
Fiscal – Susan Kelly 2-7105 (susan.kelly@cvm.osu.edu)

- Veterinary Preventive Medicine
Personnel/HR – Ann Sanders 2-1206 (sanders.262@osu.edu)
Fiscal – Cindy Cheely 2-5933 (cheely.1@osu.edu)

OSP website: <http://rf.osu.edu>

- OSU Office of Sponsored Programs
 - For Grants: Budgets, grant submission, pre-award process: Dr. Jill Richards, Sponsored Program Officer 2-1475 richards.832@osu.edu
 - For Grants: Post-award/administration: John Robinson, Sponsored Program Officer 2-2656 robinson.1185@osu.edu
 - For Industry Contracts: all aspects, Jeff Sleasman, Sponsored Program Officer 2-2187 sleasman.2@osu.edu
 - For Funding Opportunities: Sarah Starr 8-5546 starr.1@osu.edu
 - rfhelpdesk@osu.edu