Navigating the ORA Proposal Submission Process

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Office of Research Administration
Learning Objectives

• Describe the process of submitting a grant proposal through the Office of Research Administration (ORA)
• Summarize key elements of the ORA grant review process
• Identify internal and external resources for proposal preparation
• Discuss ORA’s role and PI responsibilities during grant proposal submission process
Introduction
- Grants Team
- Grant Life Cycle
- Terminology
- eRA Systems
- OUHSC Policy

Proposal
- Idea
- Research Strategy
- Budget
- Project Team
- Additional Review Criteria

Routing Form
- Institutional Approvals
- Baseline Data
- Compliance with regulatory, federal, state, and institutional policies
ORA Grants Team

- 6 Sponsored Programs Administrators & 2 Signing Officials
- Research, instruction, or public service funded by federal, state, and non-profit organizations
- Grants, cooperative agreements, and contracts
- Supports faculty and sponsors on activities throughout the life cycle of a grant
- Solely responsible for approving proposals, accepting awards and negotiating contracts on behalf of OUHSC
Life Cycle of a Grant

Find Funding
Prepare Proposal
Submit Proposal
Accept Award
Award Set Up
Manage & Monitor
Close Out
Unique Terminology/Jargon

• ORA - Office of Research Administration

• SPA (Sponsored Programs Administrator) - Your point of contact in ORA

• AOR (Authorized Organization Official or Signing Official) – Valorie Owens or Lisa Asch
  • Authority to submit grants and sign contracts on behalf of OUHSC

• SoonerTrack Grants – Grant Routing Form (RF or GRF)

• FOA (Funding Opportunity Announcement) – Sponsor guidelines specific to the proposal

• SAM (System for Award Management) registration - Required for all federal grants, contracts, and cooperative agreements, institutional registration handled by OUHSC central offices
Electronic Research Administration Systems

- SoonerTrack Grants
- NIH
  - ASSIST
  - eRA Commons
- Grants.gov
  - Workspace
- OKGrants
- proposalCENTRAL
- eBRAP
- Research.gov & FastLane
- And many more

✔ Contact your SPA or HSCORA@ouhsc.edu if you need assistance with registering for eRA Commons, OKGrants, or affiliating with OUHSC in Grants.gov
OUHSC Policy Alert

- All proposals are reviewed by ORA prior to submission to the sponsor

- Internal Deadline: Three (3) business days in advance of sponsor deadline

- OUHSC PI Eligibility: Full & Part time faculty and staff are eligible to apply for grants
First Step: Idea & Opportunities

- Develop your idea(s) into a cohesive research strategy
- Identify a funding opportunity
- Present this idea in a fundable proposal

Sample Sponsors of OUHSC Research:
- National Institutes of Health
- Oklahoma Center for Advancement of Science and Technology
- Presbyterian Health Foundation
- College of Medicine Alumni Association
- Oklahoma Center for Adult Stem Cell Research
- Pilot funding – NIH IDeA Program
Next Step: Prepare Application

PI responsibilities

- Write research strategy/scope of work
- Create budget
- Address all review criteria
- Collect paperwork from subrecipients
- Assemble & upload proposal documents into final application package
Proposal Formatting & Guidelines

• Order the proposal according to sponsor guidelines
• Follow formatting specifications & page limits
• SF-424 forms used by federal grant-making agencies
• Standard PHS forms (PHS 398)
  • https://grants.nih.gov/grants/funding/phs398/phs398.html
Proposal Budget Considerations

• Reflects the needs of the project
  • Identify all costs that are necessary & reasonable

• Complies with OUHSC policy
  • GCA’s Website: https://www.ouhsc.edu/financialservices/GC/

• Be aware of limitations or requirements set by sponsor
  • See FOA or sponsor guidelines
Budget Components

- Direct Costs - can be assigned to a particular sponsored project with a high degree of accuracy

- Facilities & Administrative Costs - incurred for common or joint objectives
  - Rate negotiated with cognizant agency – DHHS
  - Rate set by sponsor – published in FOA

- Internal Spreadsheets: https://research.ouhsc.edu/Research-Administration/Forms-and-Rates/All-ORA-Forms

- Budget Justification – needed for every proposal
## NIH’s Budget Formats

### Modular
- Simplified
- Use if direct costs are $250,000 or less per year
- Justification: Personnel effort only

### R&R
- Detailed
- Use if direct costs are greater than $250,000 per year or FOA requires
- Justification includes each requested budget category
Sub-In vs. Sub-Out: Proposal Stage

Sub-In, Funding Will Come In

- When we are only responsible for a portion of a proposal submitted by another institution, we may be considered a subaward recipient

- The other institution is the Direct Sponsor or Pass-Through Entity

- Sub-intent form or Letter of Intent is drafted by ORA

Sub-Out, Some Funding Will Go Out

- If you are including collaborators from another entity, they may be considered a subaward recipient

- Consult the Sub vs. Vendor Guidelines

- Sub-commitment form is required from subaward recipient institution
OUHSC is Subaward Recipient (sub-in)

What constitutes a full proposal required by ORA for sign-off?

Common items requested:
- *Detailed Budget & Budget Justification*
- *Letter of Intent or Sub-Intent form*
- *Scope of Work*
- *Biosketch*

Tip – Treat a sub-in like any other grant proposal for routing, review, and submission purpose
Proposals with Subaward Recipient (sub-out)

Documents required by ORA

- Sub-commitment form
- Scope of Work
- Detailed Budget & Justification

Time Saver: Download the R&R budget from ASSIST and send to the subrecipient to fill out

Tip: The subrecipient PI must also route through their ORA, give them plenty of advanced notice in order to meet your deadline
SoonerTrack Grant Routing Form

A fully approved routing form must be submitted for each funding proposal, prior to the submission of the proposal.
Routing Form Tips

- The PI is responsible for submitting the routing form (RF) in SoonerTrack

- Institutional Approvals are collected electronically before ORA receives RF
  - Department, Dean, Faculty Participants

- Provide an accurate deadline

- The routing form represents an estimate of the proposal, changes can be made

- Need help? Contact: SoonerTrackHelpDesk@ouhsc.edu or call (405) 271-2090
What We Do in Internal Review

• Review full grant proposal and budgets for compliance with applicable federal and state laws and regulations, and sponsor and/or University policies and requirements

• Confirm institutional approvals prior to submission
Ready to Submit?

☑ ORA and PI agree proposal is final
☑ Sponsor sets how proposal is submitted
  ➢ Submission by PI
  ➢ Submission by ORA

If by ORA:

☑ Proposal must pass system validation
  ➢ ASSIST vs. Workspace

☑ AOR submits proposal
  ➢ Confirmation emails from Grants.gov
The waiting game...
Final Thoughts & Cardinal Rules

• Internal 3-Day Deadline Policy
  • Do not wait until last minute, start routing form early!
  • This includes the approved routing form and fully completed proposal

• Time-zone sensitive deadlines

• ORA office hours are 8 am to 5 pm, Monday-Friday

• Rushes happen, but they should not be the norm

• When in doubt, give us a call!
  • (405) 271-2090
Internal Resources

- **ORA Forms** - ORA submission policy, institutional info quick reference, budget spreadsheet, sub vs. vendor guidelines, effort conversion table, and more
  - [https://research.ouhsc.edu/ResearchAdministration/FormsandRates.aspx](https://research.ouhsc.edu/ResearchAdministration/FormsandRates.aspx)

- **Find your SPA** - by Department & Agreement Type
  - [https://research.ouhsc.edu/ResearchAdministration/AboutORA/SPA.aspx](https://research.ouhsc.edu/ResearchAdministration/AboutORA/SPA.aspx)

- **Grant Routing Forms**: [https://soonertrackgrants.ouhsc.edu](https://soonertrackgrants.ouhsc.edu)

- **Manuscript/Proposal Editing**
  - Please send a Word version to Kathy Kyler, Staff Editor, Office of the VPR
    - kathy-kyler@ouhsc.edu

- **ORA Weekly Newsletter** – sent to your inbox every week!
External Resources

- NIH Grants Policy Statement

- NIH General Application Instructions

- NIH ASSIST User Guide

- Grants.gov Account registration
  https://www.grants.gov/web/grants/register.html

- Workspace Overview