THE ORA SUBMISSION PROCESS: A REVIEW FOR NEW INVESTIGATORS
LEARNING OBJECTIVES

- Process Overview
- Routing Form
- Budget
- Deadlines and Waivers
- Resources
WHAT IS A GRANT?

- A Grant is a conditional gift or a conveyance of funds with strings attached.
- The funding source identifies the problem they want addressed, but no outcome is known.
- The idea originates with the grantee.
GRANT VS. CONTRACT

- **Grant**
  - project conceived by investigator
  - agency supports or assists
  - performer defines details and retains scientific freedom
  - agency maintains oversight

- **Contract**
  - project conceived by agency
  - agency procures service
  - agency exercises direction or control
  - agency closely monitors
TYPES OF GRANTS

- Research
- Curriculum
- Demonstration
- Training
- Equipment
- Fellowships
- Federal Laboratory Research
THE FIRST STEP IS HAVING AN IDEA.

- Take an idea, and identify a specific need or problem associated with the idea.
- Your job as a writer is to present this idea in a fundable proposal.
- ORA will help make sure your institutional information is correct and that OUHSC can meet the terms of the award, in case your proposal is funded.
ORA PROCESS
OVERVIEW

What happens and why
# INTRODUCTION TO SECTIONS OF ORA

## Grants Team
- Grant awards/applications
- Subcontracts
- Progress reports
- Extensions
- Grant transfers
- Other grant-related items

## Clinical Trials Team
- Industry-related contracts
- Research agreements
- Material transfer agreements
- Confidentiality disclosure agreements

## Service Team
- Contracts
- Professional Services
GRANT PROCESS: THINGS TO KEEP IN MIND

- Contact your Sponsored Programs Administrator (SPA)
  - early and often
- Routing Form
- Budget
- Application pages
- Scientific documents
- IRB, IACUC
- Waivers: IDC, Submission Deadline
- eRA Commons ID
WHEN DO I NOTIFY ORA THAT I WILL APPLY?

- Please notify your Sponsored Programs Administrator as soon as you know you will be submitting a proposal.
- Include a link to any guidelines or RFA.
- Remember the full proposal package, including all applicable forms, must in ORA three business days before the submission deadline.
FINDING YOUR SPA

Find Your Sponsored Program Administrator

Here's an easy two-step search tool to make sure you get the right Sponsored Program Administrator to help with your research project.

- Agreement Type
- Department

Search  Clear
DO I NEED AN ERA COMMONS ID?

Signing Officials and Principal Investigators (PIs) from applicant organizations **do** need an eRA Commons account **for NIH applications**, as do other people who may be assisting in the process of grant application submission.
HOW DO I GET AN ERA COMMONS ID?

- An OUHSC signing official must request these.
- Please send an e-mail request.
  - hscora@ouhsc.edu
- If you already have an eRA Commons ID, and need to affiliate with OUHSC, please e-mail hscora@ouhsc.edu with your username and we will update it for you.
FINANCIAL CONFLICT OF INTEREST (FCOI)
All current Public Health Service (PHS) investigators must complete FCOI training initially and repeat it every 4 years.

The mandatory OUHSC training may be accessed here:

- [http://research.ouhsc.edu/ORA/FormsPolicies/FinancialConflictsofInterest(FCOI)/FCOITraining.aspx](http://research.ouhsc.edu/ORA/FormsPolicies/FinancialConflictsofInterest(FCOI)/FCOITraining.aspx)

PHS regulations require that in order for spending to continue on active grants, all training must be completed by all investigators before the next Notice of Award for that project.
The Public Health Service (PHS) issued updated conflict of interest regulations applicable to existing and new PHS-funded investigators in effect August 24, 2012.

http://grants.nih.gov/grants/policy/COI/

Note: All Faculty and Staff must also be in compliance with the OU Board of Regents Conflict of Interest policy, which can be found here:

http://research.ouhsc.edu/ORA/FormsPolicies/OURegentsPolicy-ConflictofInterest.aspx
WHO SHOULD TAKE THE TRAINING?

- Investigators and faculty and staff paid from awards funded by the Public Health Service.
- Current PHS awards are not subject to these new requirements until the next noncompeting continuation award is funded (i.e., if the continuation grant is awarded after August 24, 2012).
- This mandatory training must be repeated at least every four years.
- Additionally, each Investigator must complete training immediately under the following circumstances:
  - If OUHSC FCOI policies change in a manner that affects Investigator requirements
  - An Investigator is new to OUHSC
  - An Investigator is found noncompliant with OUHSC’s FCOI policy or management plan
ROUTING FORMS

Where to find them, information you need
Sponsored activities routing forms are required any time proposals are being prepared to bring new funds into the University.

Routing forms are **not** required for rebudget, extension, and carryover requests.
WHAT ABOUT ELECTRONIC SUBMISSIONS?

- All sponsored proposals, including those submitted electronically to the sponsor, must be routed through ORA.

- A full electronic version of the final proposal should be sent to ORA after submission, if ORA does not complete the application.
Routing forms can be found on the SoonerTrack Grants Link page.

Training documents are also available, as shown here.
BUDGETS

Spreadsheets and who can help
WHO CAN HELP WITH BUDGET INFORMATION?

- Your Department or College should be able to assist you with your budget preparation.
- Detailed Budget Spreadsheet and NIH Modular Spreadsheet templates are available on the ORA website.
- [http://research.ouhsc.edu/ORA/FormsPolicies/Grant-RelatedForms.aspx](http://research.ouhsc.edu/ORA/FormsPolicies/Grant-RelatedForms.aspx)
The current rates are posted on the ORA website:

DEADLINES AND WAIVERS

When to send and who to send it to
All proposals in final form, for both hard copy and electronic submissions, must be submitted to ORA 3 full University business days before the funding agency’s submission deadline.

- For example, if a proposal is due to the funding agency by Friday at 5 p.m. CST, the proposal must be submitted to ORA no later than 5 p.m. CST on Tuesday of that week.

All proposals must be accompanied by a completed and electronically signed routing form, electronically signed by all required parties, including the Principal Investigator, participating faculty, Department Chair, and the Dean, as applicable, to be considered complete.
To assist all investigators in presenting their best effort, ORA is willing to accept all but the scientific portions of the application. After communicating with the appropriate SPA, submission of the scientific portions of a proposal can be delayed with a waiver from the Associate Vice President for Research, Dr. Martha Ogilvie.

NOTE: Even with a waiver, delaying submission of the scientific portion will result in a delay of the entire proposal submission. Formatting errors may trigger grant submission systems to reject the entire proposal, and there will be no time to make corrections.

Proposals that are submitted with less than a 3-day window will NOT be accepted without a waiver from Dr. Ogilvie.

NOTE: An e-mail request to Dr. Ogilvie, and approval, is sufficient to meet this requirement. The e-mail must come from the PI.

When waivers are granted, proposals will be accepted on a first-come-first-serve basis. Priority will be those that met submission deadlines first, then in order of submission, those that received a waiver for late submission.
Indirect costs are actual costs incurred by the University to support externally funded projects. These costs are to be reimbursed by the sponsor for common University expenses that cannot be directly charged to a single project and include: 1) infrastructure costs (rent, heating, air, janitorial services) and 2) support services (IT, library, purchasing, accounting, research administration, animal resources, and federally mandated assurance boards and offices [IRB, IACUC, IBC]).
If the sponsor has a documented, formal policy regarding their IDC rate, or an approved state rate, OUHSC will accept it.

Please note, an e-mail from the sponsor is not considered a documented, formal policy.

If there is no sponsor policy available, and you are requesting a rate that differs from OUHSC’s negotiated rate, you will need to complete an IDC waiver form.
Please note: these forms are very seldom needed, as OUHSC will accept the sponsor rate if there is a documented, formal policy or if the sponsor has an approved state rate.
The IDC Exception Form is embedded in the SoonerTrack grant routing form. If you select “Yes”, the IDC Exception Form will appear automatically.
Indirect Cost Rate Exception Request

Principal Investigator: Kevin Fitzgerald
Sponsor: 12 & 12, Inc.
Flow-through Sponsor:
Total Direct Costs: $100,000
Total Indirect Costs: $1,000
Total Costs: $101,000
Full Rate (%): 48

1.0 Is this a continuation, renewal, revision or supplement?
   No

2.0 Original Source of Funds (Prime Funding Sponsor):
   BUS

3.0 * Is this request for a multiyear award cycle?
   ○ Yes
   ○ No
   Clear

4.0 * Indicate Estimated Total Direct Cost ($) for all years PI is Seeking exception:
   

5.0 * Requested reduction of Indirect Cost Rate (%) to:
   

6.0 * Justification for IDC exemption or reduction:
   

7.0 Attachments:
   Add
   There are no items to display
TRANSFERRING A GRANT

How to transfer a grant to OUHSC
Notify your Grants Management Specialist that you are transferring.

They will send you a list of instructions to follow.

If you need IRB or IACUC approval, it is important to get that done as soon as possible.

Mary Cotter-Lalli is the OUHSC contact person for all except the Cancer Center. The Cancer Center contact is Lisa Asch. Please list the appropriate name there, and give her the contact information for your grants contact at your previous institution.

Do your FCOI training as soon as possible. This needs to be completed every 4 years.

http://research.ouhsc.edu/ORA/FormsPolicies/FinancialConflictsofInterest(FCOI)/FCOITraining.aspx
LOCAL GRANT OPPORTUNITIES

For OUHSC investigators
LOCAL FUNDING OPPORTUNITIES

- College of Medicine Alumni Awards (COMAA)
  - [http://research.ouhsc.edu/VPR/PHFandCOMAAOpportunities.aspx](http://research.ouhsc.edu/VPR/PHFandCOMAAOpportunities.aspx)

- Presbyterian Health Foundation (PHF) Funding Opportunities – Seed, Bridge, Equipment, Collaborative, and National and International Symposia Grants
  - [http://research.ouhsc.edu/VPR/PHFandCOMAAOpportunities.aspx](http://research.ouhsc.edu/VPR/PHFandCOMAAOpportunities.aspx)

- Oklahoma Center for the Advancement of Science and Technology (OCAST)
  - [http://www.ok.gov/ocast/Program_Support/Solicitations/](http://www.ok.gov/ocast/Program_Support/Solicitations/)

- Please look at your weekly ORA newsletter for other grant funding opportunities.
RESOURCES

Forms, FAQs, and Contacts
WEB RESOURCES

- **Find your SPA:**
  - [http://research.ouhsc.edu/SPA.aspx](http://research.ouhsc.edu/SPA.aspx)

- **Find grant-related forms:**
  - [http://research.ouhsc.edu/ORA/FormsPolicies/Grant-RelatedForms.aspx](http://research.ouhsc.edu/ORA/FormsPolicies/Grant-RelatedForms.aspx)

- **OUHSC policies and procedures:**

- **OUHSC institutional information:**

- **Editing your grant proposal:**
  - [http://research.ouhsc.edu/VPR/StaffEditor.aspx](http://research.ouhsc.edu/VPR/StaffEditor.aspx)

- **SoonerTrack Questions**
  - [http://soonertrack.ouhsc.edu/ContactUs.aspx](http://soonertrack.ouhsc.edu/ContactUs.aspx)
OTHER RESOURCES

- ORA Weekly Newsletter
  - Available grants, deadlines, and upcoming talks
  - Sent to your inbox every Monday that campus is open

- Questions about using SciENcv (for NIH biosketch generation). Please contact Shari Clifton, Professor and Associate Director of BHSL.
  - shari-clifton@ouhsc.edu
  - 405-271-2285 http://library.ouhsc.edu/sciencv

- Questions about Financial Policies or Reporting
  - Grants and Contracts Accounting
  - 405-271-2177

- Manuscript/Proposal Editing. Please send a Word version to Kathy Kyler, Staff Editor, Office of the VPR
  - kathy-kyler@ouhsc.edu
  - 405-271-2090 http://research.ouhsc.edu/about/staff-editor/