



Pre-Award Orientation Checklist

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What is OSRP's role at VSU?

Pre-award Services:

- ▶ Proposal submission assistance
- ▶ Limited document review

Post-award Services:

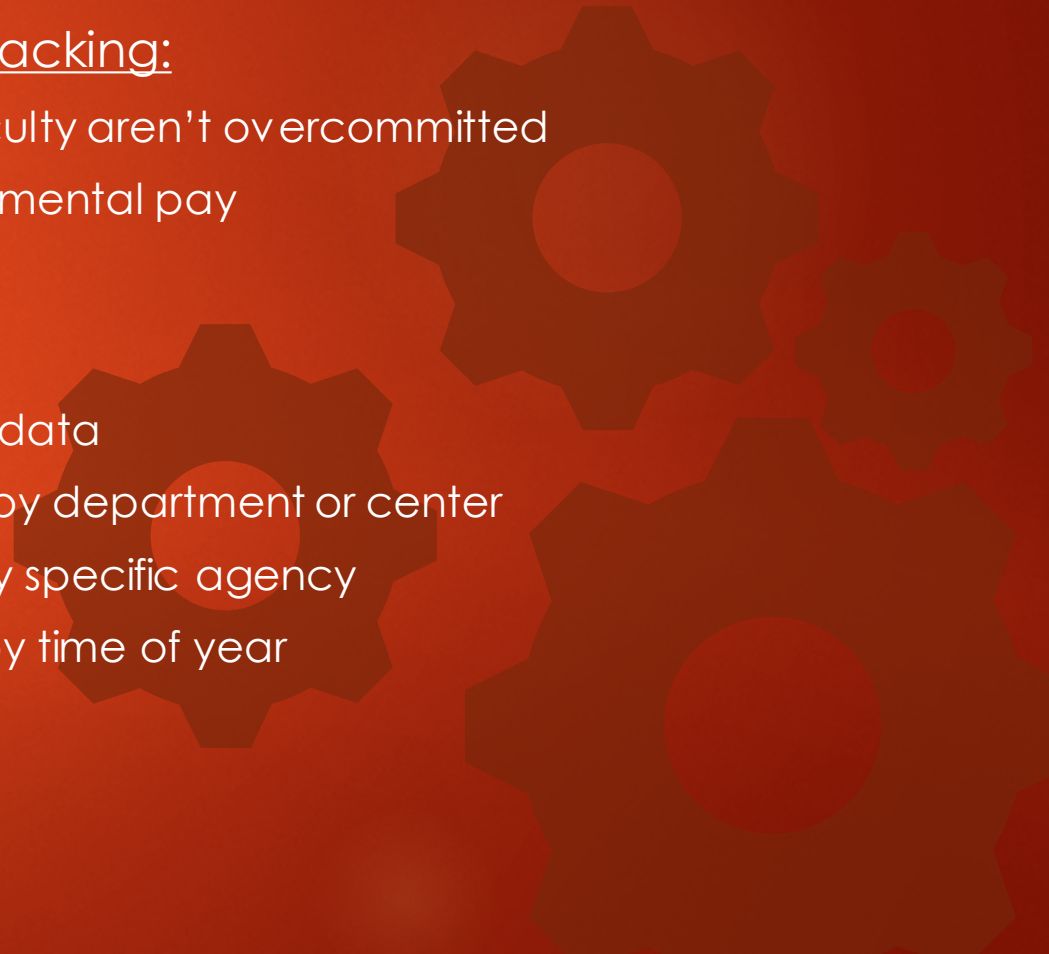
- ▶ Coordinating account set-up
- ▶ Real-time expense review
- ▶ Monthly reporting/quarterly meetings for PIs
- ▶ Subaward monitoring

Time and Effort Tracking:

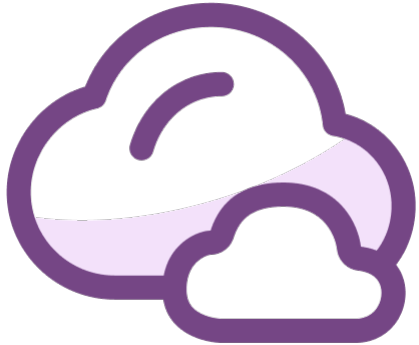
- ▶ Making sure faculty aren't overcommitted
- ▶ Tracking supplemental pay

Metrics:

- ▶ Year-over-year data
- ▶ Funding trends by department or center
- ▶ Success rates by specific agency
- ▶ Cost recovery by time of year



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What information does your sponsored research office need to collect prior to proposal submission?

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Collecting Pre-Award Info can be Tough!

Info may be unavailable

“I haven’t thought that far ahead yet, I’m still planning...”

Info may be inaccessible

“I need to reach out to my Co-PI, mentor, associate, etc...”

Info may seem unnecessary or redundant

“Do we really need a budget this early in the game?”

It can be difficult to collect all of this data via e-mail or conversation, so standardized forms and checklists are extremely helpful.

Standardized Procedures and Forms

Promote Operational Consistency

Ask ourselves: Are we delivering the same level of service every time?

Set Expectations for Our Internal Clients

Ask ourselves: Do faculty know what to expect from us?

Foster Credibility and Visibility for OSRP

Ask ourselves: Do people know what role we play within the organization?

Reduce Friction at Pre→Post Award Handoff

Ask ourselves: Are we setting ourselves up to succeed down the line?

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How do you feel standardized forms and procedures most benefit your sponsored research office?

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VSU Proposal Planning Forms

Grant Notice of Intent (GNol)

<https://www.vsu.edu/files/docs/research/grant-notice-of-intent-form.pdf>

Proposal Processing and Approval Form (PPAF)

<https://www.vsu.edu/files/docs/research/proposal-processing-and-approval-form.pdf>

Budget Planning Form (part of GNol)

<https://www.vsu.edu/files/docs/research/grant-notice-of-intent-form.pdf>

Request for Institutional Cost Sharing

<https://www.vsu.edu/files/docs/research/costsharingform.pdf>

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Audience Q&A Session

ⓘ Start presenting to display the audience questions on this slide.