Unraveling the Award Cycle

Untie knots with knowledge and collaboration!
Who are we?

**Kim Stevenson**
kdstevenson@pediatrics.wisc.edu
Assistant Director of Research
Department of Pediatrics

**Mary Nutt**
mpnutt@wisc.edu
Asst. Dir. of Translational Research
Carbone Cancer Center

**Debbie Meltzer**
dmeltzer@wisc.edu
Assistant Dean for Research
School of Medicine & Public Health
We’ll unravel and share:

• The “traditional model” of research administration – working together!
• The full lifecycle research administration process
• Tips and tools for managing the chaos!
Research Administration Process

- Identify Funding
- Prepare Budget and Proposal
- Submit Proposal
- Just-in-Time Request and Response
- Accept and Negotiate Award
- Project (Account) Setup
- Manage and Conduct Project
- Close-out and Final Report
Investigator Priorities

• Manage the chaos of sponsor and institutional regulations and processes!
• Build interdisciplinary collaborations
• Juggle multiple submissions
• Publications
• Funding existing staff and trainees
• Spend funds, but not overspend!
Institutional Priorities

- Support investigators
- Manage constant deadlines, last minute and urgent requests
- Facilitate collaborations
- Protect the department, college and institution from financial burden and audit risk
- Be the expert!
Research Administration Process

Pre-award

Identify Funding
Prepare Budget and Proposal
Submit Proposal
Just-in-Time Request and Response
Accept and Negotiate Award
Project (Account) Setup
Manage and Conduct Project
Close-out and Final Report
Identify Funding

- RSP - https://www.rsp.wisc.edu/funding/
- Dean’s Office (SMPH) – http://intranet.med.wisc.edu/for
- VCRGE - https://research.wisc.edu/
- UW-ICTR - 
  https://ictr.wisc.edu/funding-opportunities/
- Department (Pediatrics) - https://www.pediatrics.wisc.edu/research
Budget & Proposal Preparation

• START EARLY and plan ahead
• Know and understand sponsor guidelines & requirements
• Submission method & deadline
• Signature pages
• Internal approvals
• Budget should include allowable, allocable and reasonable costs
  • Remember: fringe benefits & indirect costs
Submission

• WISPER & Cayuse (or sponsor submission system)
  • Budget review and Dean’s Office Approvals
  • Effort Reporting
  • Outside Activities reporting

• Start early and submit early!

• Submissions require campus approval prior to submission
Just-in-Time (JIT)

You’re almost there!!

- Other support page
- Compliance –
  - IRB, IACUC & biosafety approvals & congruency review
  - Human subjects training
- FCOI/Outside Activities Reporting (OAR)
Research Administration Process

Identify Funding

Prepare Budget and Proposal

Submit Proposal

Just-in-Time Request and Response

Accept and Negotiate Award

Project (Account) Setup

Manage and Conduct Project

Close-out and Final Report

Award Phase
You’ve been funded!

• Award acceptance and negotiation
  • RSP, dean’s office & department collaboration
  • Signatures

• Award set up
  • Ensure clearances are active
  • Single or multi-project award
  • Multi-year award
  • Other departments

• Budget reductions
Award Notice (NOA)

- Award is to the Board of Regents UW System (PI is agent)
- Be proactive – READ and understand the award letter
  - Restrictions
  - Key personnel
  - Rebudgeting allowance
  - Reporting requirements
  - Payment schedule and invoicing
  - Timelines
- Know the sponsor contacts for questions
  - Always start with Dean’s office or RSP!
Research Administration Process

1. Identify Funding
2. Prepare Budget and Proposal
3. Submit Proposal
4. Just-in-Time Request and Response
5. Accept and Negotiate Award
6. Project (Account) Setup
7. Manage and Conduct Project
8. Close-out and Final Report
9. Post-award
Managing the Award

- Spending Plan - budget
- Personnel
- Purchasing
- Subawards/Consultants
Post-award Management

• Financial management
• Financial reporting for PIs
• Staff management
• Effort reporting
• Audits
Close-out and Final Reporting

• Consider No-Cost Extension
• Review expenditures
• Contact sub-awardees for final reports/invoices
• Facilitate submission of final written reports

The Closeout process actually starts as soon as we get the award!
Key Takeaways

• START EARLY!
• Know sponsor guidelines
• Network with other administrators

• We all have the same goal in mind – furthering research!
Questions