Two Sides of the Same Coin:
Central & *Departmental* Administration
Working Together
Central & Departmental working together

*No one can whistle a symphony. It takes a whole orchestra to play it.*

H.E. Luccock
GROUP EXERCISE
We’re in this together – common goals

• Create and submit winning proposals that are complete and timely
• Manage awarded funds properly
• Put faculty in a position to concentrate on research
DEPARTMENTAL
Prepare proposal package
Compliance
Approvals
Submission TO Central
Communication
Award notification
Expenditures
Compliance
Award modification requests
Reporting
Close-out

CENTRAL
Receive proposal package
Compliance
Communication
Approvals
Submission TO sponsor
Negotiation
Award acceptance
Project initiation
Compliance
Award modifications
Reporting
Close-out

Different but closely related
Challenges in Departmental Administration

Conflicting priorities
Managing multiple deadlines
Compliance
Education
Personalities
Budget cuts
Helpful Hints

Communicate

Find it in writing

Involve Central in local meetings

Visit Central offices

Educate early & often

Recognize & acknowledge workloads

Admit when you are wrong
D-E-P-A-R-T...

D evelop winning submissions

E ducate faculty & staff

Be P roactive

A cknowledge priorities

R einforce policies & procedures

Be a part of the T eam
M-E-N-T-A-L

Know how to **M**ulti-task

**E**valuate people & processes

**N**egotiate “win/win”

**T**ake advantage of NCURA resources

**A**sk questions & ask for help

**L**earn all you can
C-E-N-T-R-A-L

Communicate

Educate faculty & staff

Negotiate “win/win”

Take advantage of NCURA resources

Reinforce policies & procedures

Ask questions

Learn all you can
Individual commitment to group effort – that is what makes a team work…

Vince Lombardi
THANK YOU FOR YOUR ATTENTION!

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Two Sides of the Same Coin: *Central & Departmental Administration Working Together*
Challenges in Central Administration

- Working within time constraints
- Maintaining interests of both the University and the Principal Investigator
- Electronic submissions
- Enforcing policies and procedures
- Keeping departments up-to-date on policy changes
Our Role

- the administration of sponsored program proposals, contractual negotiations of fiscal and administrative matters, non-fiscal post-award matters.
What is an Administrator

- Advocate
- Reviewer
- Motivator
- Interpreter
- Compliance Manager
- Gatekeeper
- Enforcer

- Resource Locator
- Team Builder
- Lawyer

ORED OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT
MISSISSIPPI STATE UNIVERSITY
Sponsored Programs Administration
Central Administration

Request for Proposal

- We do want see the RFP!
- Understand the Budget requirements (Review)
  - Equipment Purchase
  - F&A – is it allowed
  - What are the *cost share requirements*
  - Ensuring that we have approval on cost share
  - OMB Justification Form
  - Necessary Forms Required
# OMB Exception Form

**OMB A-21 Exception Request**

**Mississippi State University**

**Sponsored Programs Administration**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Department</th>
<th>SFA Proposal #</th>
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<tbody>
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</table>

**Email address**

**Phone number**

**Sponsor**

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The OMB Office of Management and Budget (OMB) Circular A-21 requires that certain expenses be treated as indirect costs and paid for through the indirect (F&A) mechanism. To qualify to be direct charged on a sponsored project, costs normally considered F&A must be charged in a manner that will be consistent with established accounting policies and procedures. OMB procedures regarding direct costs can be charged directly to sponsored projects and which expenses may qualify as A-21 exceptions can be found at [www.sponsoredprograms.msstate.edu](http://www.sponsoredprograms.msstate.edu). This form should be submitted to Sponsored Programs Administration.

Check each exception required. If administration/clinical is checked, complete Section I. For all others, check, complete Section II.

### Section I: Administration/Clinical

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Charges to F&amp;A</th>
<th>SPA Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriptions/Books/Periodicals</td>
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<tr>
<td>Administrative Salaries</td>
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<td>Membership Dues</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**SPA Code:**

**SPA Comments:**

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1. For administrative/clinical salaries, please complete the fields below.

   - Name of administrative/clinical employee
   - Job Title
   - % Effort

4. Describe the specific items that will advance the scientific, technical, and/or programmatic requirements of this federally funded project and that differentiate these items from typical departmental administration.

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1. For all other exception types, please complete the fields displayed below.

   - Provide a complete description of the items you wish to directly charge, providing quantity and unit price.

3. Explain why each item is necessary for the completion of the project and how each item is related to specific aims or objectives of the project, as well as how each item meets a special project need and is different from similar items provided by the department and are treated as F&A costs.

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**PI Signature**

**Dept. Head Signature**

**Dean Signature**

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**Office of Research and Economic Development**

**Sponsored Programs Administration**

[MSU Logo]
Request for Proposal

- Do we have negotiations any contractual issues prior to proposal submission
- Understanding any IP issues, prior to submission
- IRB Issues
- Any Export Control Concerns
- *Proposal submitted on behalf of the university*
Post Award

"We didn't actually overspend our budget. The allocation simply fell short of our expenditure."

- Keith Davis
The Agreement Process

- How was it awarded?
  - Grant
  - Contract
  - Cooperative Agreement

- Statement of Work Objectives
  - Reasonable efforts, too ambiguous?

- Publication Rights
  - Review period
  - Approval?
The Agreement Process

- Intellectual Property Rights
  - Patents
  - Copyrights
  - Background rights defined
- Deliverables
- Compliance
- Reporting
- Cost Share Requirements
- Legal Review
Export Control Regulations

- Federal laws mandated by the U.S. Department of Commerce and State.

**Entity:**
- Civil and Criminal Fines
  - $10,000 to $1 million

**Individual**
- Civil and Criminal Fines
  - $10,000 to $1 million
  - Up to 10 years in jail
Subcontract
Non Disclosure Agreement
MOU & MOA
Signature Authority
Additional Post-Award Matters

- No Cost Extensions
- Contract Modifications
- Re-Budgeting Request
- Close-Outs
  - Property
  - Patent
  - Technical Report