

Office of Sponsored Projects

Commonly Used Proposal Acronyms

- FOA = Funding Opportunity Announcement
- RFP = Request For Proposals
- RFA = Research For Applications
- BAA = Broad Agency Announcement

All of these refer to the solicitation/proposal from the agency or sponsor.

- OSP= Office of Sponsored Programs (Pre-award & Post Award)
- F&A = Facilities and Administrative Cost Rate
- IDC = Indirect Cost Rate

All of these refer to the federally negotiated rate. The F&A rate is negotiated with the Department of Health & Human Services (DHHS)

- TDC (Total Direct Costs)
 - Refers to the direct costs of the project budget.
- MTDC (Modified Total Direct Costs)
 - Refers to the final total of a budget when any exempt items (equipment, capital expenditures, patient care, rental costs, tuition & fees, scholarships, fellowships, participant support costs and subawards in excess of \$25,000 have been removed from the bottom line.

Read Your Solicitation!

The solicitation will provide you with specific and important information:

- FOA number and title
- Institutional Eligibility
- How to submit the final package (e-mail, Grants.gov, FastLane, etc.)
- Due dates
 - Letter of intent (if applicable)
 - Proposal
- Budget & Justification information
 - F&A limits
 - Award project period (years)
 - Yearly or total project dollar limits
 - Budget category limits (student stipends, salary, supplies, etc.)
 - Cost share
- Formatting
 - Page limitations
 - Margins
 - Font
 - Typeface
 - Headers and footers
 - Naming of documents
 - Order of documents
- Proposal content (objectives, plans, methods, implementation, etc.)
- Review and selection process for your proposal
- Award administration and conditions
- Reporting requirements

**The solicitation takes precedence over the agency guidebook (if applicable)

Principal Investigator Eligibility

- Who is eligible to submit proposals?
 - Full time tenure or non-tenure faculty
 - Academic appointees (Assistant Professor, Associate Professor, etc.)
 - Directors or Associate Directors (NAU Institutes or Centers)
 - Project or Program Directors (Organized university training or service projects)
 - <https://nau.edu/university-policy-library/principal-investigator-eligibility/>

OSP Proposal Deadline Policy

- **14** Business Days before deadline: PI must contact OSP of intent to submit a proposal.
- **4** Business Days before deadline: Complete proposal package (proposal summary or abstract, project budget, budget justification, project narrative, statement of work, forms required by the sponsor, subcontract forms and budgets if applicable, and commitment letters from external parties) should be transmitted to OSP via Cayuse

OSP Proposal Deadline Policy

- **2** Business Days before deadline: The entire proposal must be complete and OSP will not allow any further changes to elements of the proposal package including the technical narrative unless changes are required to correct errors per the sponsor's guidelines.
- **Proposal packages received with less than the required four-day lead time will require an explanation of the extenuating circumstances that resulted in the late proposal and approval by the Dean (or Associate Dean for Research) and Vice President (or Associate Vice President) for Research.**
- The proposal could also be subject to a limited review by OSP.
- <https://in.nau.edu/wp-content/uploads/sites/147/2018/08/Continued-improvement-of-services-and-practices.pdf>

Facilities & Administrative Cost

- NAU's current F&A Rate is 52% organized research
- Off campus rate is 26%

The off- campus rate is applicable to those projects conducted in facilities not owned or leased by the University.

- On campus Instruction 51.20%

Instructional facilities are defined as classrooms, seminar rooms, instructional laboratories, computer laboratories, on-campus clinics and other spaces used principally for the purpose of delivering formal instruction to our university students.

Facilities & Administrative Cost

- Other Sponsored Activities 30.90%

Other sponsored activities are defined as projects funded by sponsors that involve the performance of work other than Sponsored Instruction or Sponsored Research.

<https://in.nau.edu/wp-content/uploads/sites/147/2018/08/NAU-IDC-Rate-Agreement-Mar-16-2017-ek.pdf>

F&A Waiver

- The F&A waiver is to be utilized in cases where either the PI requests that F&A be entirely waived or reduced, or when the sponsor does not have a published policy restricting F&A.

CESU Rate

- What is the CESU Rate?
 - The Cooperative Ecosystem Studies Units (CESU) Network is a national consortium of federal agencies, tribes, academic institutions, state and local governments, nongovernmental conservation organizations, and other partners working together to support informed public trust resource stewardship.

CESU Rate

- When can the CESU rate be used?
 - The CESU rate can **only** be used if the prime funding source is subject to the CESU network rate.
- <http://www.cesu.psu.edu/>

Administrative & Clerical Salaries

- **Uniform Guidance 200.413** only allows for Administrative and Clerical (A&C) employees' salaries to be charged to a federal award when such positions are "integral" to carrying out the scope of the award. Generally, "integral" is defined as: Personnel costs must be essential, vital, or fundamental to the performance of the award or activity as documented in the award proposal or scope amendment.
- Generally administrative and clerical support as individual annual effort must not be less than 10% per year.

Administrative & Clerical Salaries

- Uniform Guidance 200.413
 - <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-sec200-413.xml>

Cost Share

- **Cost Share/Match**

- Mandatory Cost Share – required by the sponsor as a condition of receiving the award, usually included in the proposal.
- Voluntary Committed Cost Share – not required by the sponsor as a condition of receiving an award. Included in the proposal to be contributed by the University and it becomes a binding commitment to the University upon award. **Best practice is to not include voluntary committed cost share.**
- Cost sharing should only be included in a proposed budget, narrative or budget justification when required by the solicitation.
- Cost share **MUST** be approved by the unit contributing. Please plan accordingly in order to get proper approvals in advance.

Things to Remember!

- Contact OSP for all proposal and contract negotiations.
- Review solicitation carefully
- Follow formatting guidelines
- Notify OSP via email when proposal initiated in Cayuse