



Managing Sponsored Projects A Quick Guide for Faculty

Office of Research and Project Administration ORPA

Welcome to Princeton University!

The ORPA staff, in cooperation with your department administration, is eager to assist you in managing your sponsored research projects. This is a brief overview of Princeton's sponsored research processes. For more information please contact your ORPA representative, or your department or center administrator. Policies governing the management of sponsored research can be found at www.princeton.edu/orpa.

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Princeton's Proposal Development and Submission Process:

1. Contact your department/center/program/institute administrator (DA) early for assistance in preparing the proposal. They will know the University's policies on budget preparation, graduate students, appointments, and other important topics related to sponsored research.
2. More and more sponsors are requiring electronic submission of proposals (such as NSF and DOE). Additionally, *Grants.gov* is being implemented for federal proposal submissions, and even agencies like the DOE which have their own electronic system are requiring submission via *Grants.gov* on some solicitations. Please read the solicitation carefully to determine the prescribed method and then contact your ORPA representative to arrange for the appropriate access to these systems.
3. If a proposal requires cost share, talk with your DA and chair or director to develop a cost share plan prior to contacting Jeffrey Friedland in ORPA.
4. If your proposal is in response to a specific solicitation, your DA and ORPA representative should have a copy, so that the DA and your ORPA representative can help ensure that your proposal meets the specific guidelines.
5. If any of the research described in the proposal involves the use of biohazardous materials, vertebrate animals or human subjects, you must submit a detailed protocol describing the research to the appropriate University review board for approval (forms can be found at www.princeton.edu/orpa). Some sponsors require that you submit your protocol for committee review concurrent with submitting the proposal for review; however, the NIH allows you to submit proof of an approved protocol on a “just-in-time” basis (i.e., just prior to NIH issuing an award). Contact your ORPA representative for more information. Compliance committees cannot accept the grant proposal in lieu of the protocol form. Protocols must be updated at least annually or whenever the protocol changes.
6. Many of our academic departments use Coeus, an electronic proposal development and management system. In those departments, your DA will coordinate the submission of your proposal using Coeus, which provides electronic routing and approval of proposals through department chairs, center directors and deans, as appropriate for your project. If your project involves participants from multiple departments, centers, program or institutes, each unit must approve the proposal in accordance with their procedures. Therefore, allow ample time for complex proposals. ORPA will not sign proposals unless they have been properly routed and approved through the appropriate units. If the complete proposal as submitted is not included in Coeus at the time of routing for approval, an electronic copy or two paper copies are required to be submitted to ORPA within 3 business days of the proposal submission.

In those departments which do not use the Coeus system, ORPA will need to see, minimally, a project abstract and a budget, for review and approval. Also, the University requires written approval from your department chair/director indicating his/her support for the project. This approval may take the form of an email or paper memo to the cognizant ORPA representative for your department, or a cover sheet containing signature lines for the PI, department chair/director, and the Director of ORPA.

7. ORPA must receive the proposal a minimum of 5 business days in advance of the sponsor's deadline, in order to provide the necessary institutional review and approval which is required before the proposal can be submitted. This requirement is especially important with regard to *Grants.gov* which adheres to firm deadlines despite their known systems problems.
8. ORPA must authorize all proposals and research agreements on behalf of the Trustees of Princeton University. PIs and DAs cannot sign a contract on behalf of the University.
9. The University will not set up awards for projects that have not been properly routed and approved prior to proposal submission.

Princeton's Award Management Process:

1. When an award is received, ORPA will establish an account for the project and issue a Notice of Award (NOA). Meet with your DA to plan for your project needs.
2. You are responsible for reading your award and for understanding the terms and conditions contained therein. Please note any restrictions on the use of funds and the reporting requirements.
 2. a. Cost share is subject to the same rules and period of performance as sponsored research funding and must be accounted for in a similar manner/fashion.
 2. b. Expenditures charged to an award must benefit the specific award. For example, it is not appropriate to average the cost of research supplies across all of the principal investigator's awards regardless of how the supplies are used.
 2. c. The University is audited on whether it treats similar costs in consistent ways across the institution. Administrative costs, office supplies, telephone and internet equipment and line costs which are included in our indirect cost base cannot be charged directly to a

project except under exceptional circumstances. Consult with ORPA if you think you have an exceptional case.

3. Contact your ORPA representative if you need subcontracts to be written to other institutions on your project.
4. Possible inventions must be reported promptly to the Office of Technology Licensing and Intellectual Property.
5. You are responsible for submitting the scientific or technical reports required by the sponsors. Your business administrator and the Sponsored Research Accounting office will prepare the financial report, usually due 90 days after the project end period. Failure to submit any of these reports promptly may jeopardize future funding for you and the University.

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For the Grants and Administration directory

<http://www.princeton.edu/orpa/OrpaDirectory.pdf>

