

an**SRS**4u

ANSWERS FOR YOU

PVAMU and SRS:

A Winning Team

Presented by **Sponsored Research Services**



TEXAS A&M UNIVERSITY
Division of Research

PVAMU Research

Carnegie Tier

R2

High Research Activity

*Carnegie Classification of Institutions of
Higher Education*

Prairie View A&M University named the first HBCU to
lead national transportation center

- › Panthers Invent 23: Igniting Student Innovation and Collaboration
- › PVAMU's Sunil Karna's NSF-Funded Research Explores Unconventional Magnets
- › NSF Funds Project to Enhance Broadband Research and Education at PVAMU and Beyond
- › PVAMU's Faculty-RISE Program Amplifies Grad Student's Research Curiosity and Passion
- › PVAMU Project with Virginia Tech Awarded \$800K to Enhance and Diversify QISE Workforce



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Our Vision

Minimize the Administrative Burden of the Research Process

- Delivering the best possible service
- Improving communication through the research community; serving as a liaison
- Maintaining trust-worthy, open-minded relationships

Uphold High Ethical Standards

- Ensuring compliance at all levels
- Providing cost-effective service within SRS and project budgets
- Developing a culture of mutual respect

Exhibit Leadership in Research Administration

- Collaborating to develop consistent and efficient procedures
- Engaging in training and professional development
- Maximizing the benefits of technology



SRS Leadership



Kristi Billinger

Associate Vice President for
Research and Executive
Director of SRS

(979) 862-6777
kristib@tamu.edu



Julie Bishop

Associate Executive
Director

(979) 458-8760
jbishop@tamu.edu



Jim Joyce

Associate Executive
Director

(979) 458-8175
jjoyce@tamu.edu



Crissy Stratta

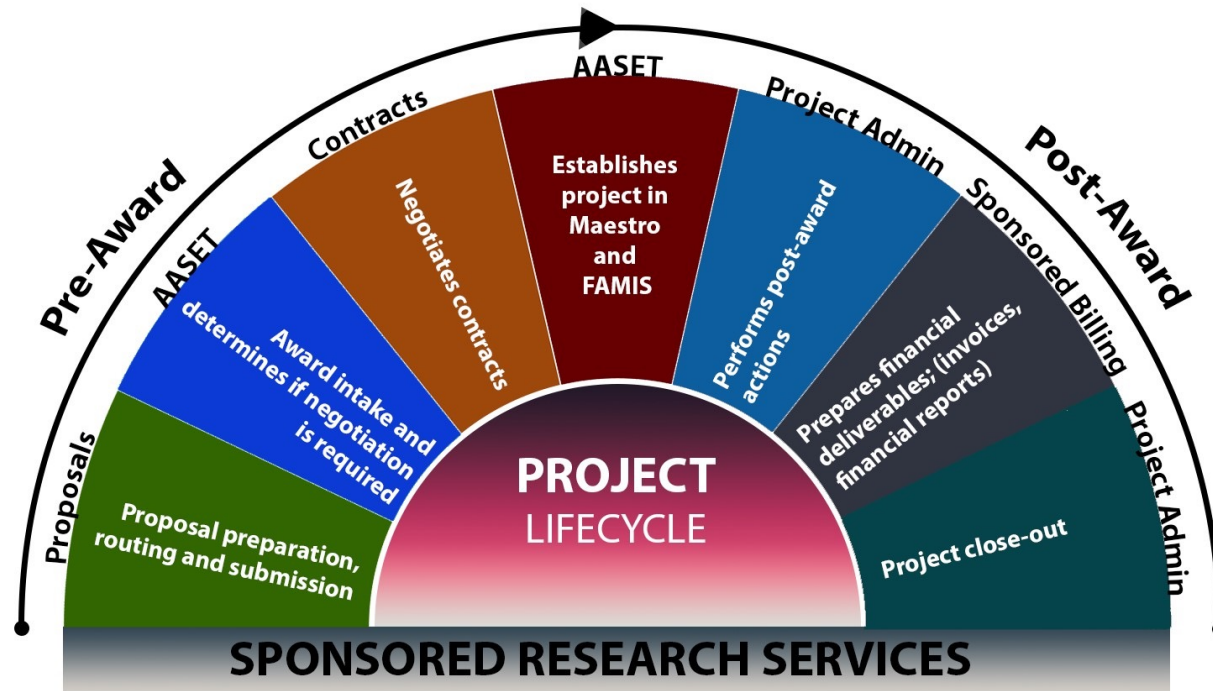
Associate Executive
Director

(979) 458-8452
cstratta@tamu.edu



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Sponsored Project Life Cycle and the SRS Functional Areas



Proposal Preparation and Submission

Shelly Berry-Hebb, Associate Director

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979 845-8758

Proposal Administrators:

Vita Yancy

vyancy@tamu.edu

Crystal Patranella

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Julia Harwell

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Lisa Merdzo

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Lauren McIver

lauren.mciver@tamu.edu

Sarah Oliphant

smaes88@tamu.edu



Role of the SRS Proposal Administrator

Proposal Development

- Work with faculty (or designee) on budget preparation.
- Interprets sponsor RFP/Guidelines.
- Inform and assist faculty on any prior approvals that may be needed.
- Complete all administrative information in application package.
- Upload administrative documents required by the sponsor.
- Review proposal for compliance with sponsor's guidelines, RFP, or solicitation as well as System member rules, SAPs and System Policy.

Proposal Routing

- Routes each proposal for external funding for approval by all investigators, department head or unit director, dean or appropriate vice president, and Member administration or designee (i.e., VPR, CFO, CEO, Vice Chancellor, etc.)
- While System member approval is required prior to proposal submission, in the event that appropriate officials have not approved, SRS ensures the proposal routing has been initiated and the PI approval has been obtained.

Proposal Submission

- When final documents are received and time allows, SRS provides a thorough quality review



Communication: Make Contact Early

- Complete the PVAMU Proposal Notification Form
- Contact SRS pre-award staff a minimum of 3 weeks prior to the sponsor deadline date.
- Complex proposals or solicitations needing contract negotiator review may need additional preparation time
- Researchers are encouraged to contact SRS as soon as possible
- Initial communication should include basic proposal information.



Administrative Components

SRS requests the administrative documents **5 business days** in advance of the sponsor deadline including:

- Budget and Budget Justification
- Draft abstract or statement of work (to use in internal routing to obtain system member approval)
- Relevant approved waivers
- Subcontract documents
- Biosketch and Current & Pending Support
- Data Management Plan
- Facilities & Equipment



Technical Components

The technical portion of the proposal should be submitted to SRS, in final format, no later than 1 business day prior to the sponsor deadline.



SRS Pledge to Research Community

- Proposals in final format received at SRS by the timeline outlined above will receive a complete and thorough quality review.
- For proposals completed and submitted to SRS within this timeframe, SRS will work with the PI to make necessary changes to ensure that the proposal is administratively compliant.
- SRS pledges to submit on-time proposals, with limited exceptions, prior to the sponsor's deadline. Proposals with the required materials submitted to SRS within the timeframe outlined above will receive priority over proposals received with shorter lead time.
- SRS staff will make every effort to submit all proposals. In the event that a proposal is received outside of the requested timeframe, the investigator will assume the risk for proposals found to be non-compliant or does not meet the sponsor's deadline.



Contract Negotiation

Katherine Kissmann, Director of Research Contracts

kkissmann@tamu.edu

979 458-8176

Travis Young, Associate Director

tyoung@tamu.edu

979 862 5948

David Lytle – prime awards

dlytle@tamu.edu

979 845-8735

Katrina Parrott - subawards

Katrina.21@tamu.edu

979 862-1264



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Role of the SRS Contract Negotiator

- Review and negotiate the terms and conditions of agreements or modifications to ensure compliance with applicable Texas A&M System policies, member rules/guidelines, and federal and state regulations.
- Review and address any exceptions included in the Request for Applications (RFP/RFA) at the time of proposal preparation.
- When necessary, negotiators engage the TAMUS Office of General Counsel, TAMUS Vice Chancellor for Research and the appropriate PVAMU offices to determine optimal agreement terms, and mitigate high risk clauses.
- Seek PVAMU approval for cost sharing, project termination/suspensions, and non-standard terms.
- Track agreements through to full execution.



Items Required to Complete Negotiations

- **Proposal:** A Contract Negotiator will verify a proposal has been routed and approved. Agreements can not be executed without an approved proposal by the System member.
- **Financial Conflict of Interest (FCOI):** Verify FCOI has not changed since the proposal was submitted.
- **Compliance:** The contract negotiator will review the contract and scope of work and compare it to the submitted proposal to verify that the PI Compliance Statement in Maestro is accurate and that all necessary compliance items have been identified.
- **High Risk Terms :** High risk terms must be reviewed and approved by the System member prior to final execution by SRS.



Award & Account Set-Up Expediting Team

All awards should be sent to awards@tamu.edu for processing.

For any questions regarding setup of awards, please contact:

Laura Hollingsworth, Assistant Director

lhollingsworth@tamu.edu

979 845-6149



Role of AASET

AASET performs the intake role of award documents from sponsors and establishes sponsored projects and accounts in MAESTRO and FAMIS to ensure data security for all system members managed by SRS.

The SRS Website includes the following information (found here):

- Most funding agreements will come directly to SRS in response to a proposal prepared and submitted by SRS, on behalf of principal investigators (PIs). AASET logs the award into Maestro and determines if the award should be routed to Contract Negotiation for review and/or acceptance or if it is ready to proceed for award and account establishment.
- Once an award has been accepted by SRS, on behalf of the system member, AASET sets up an account in FAMIS and links the financial account and proposal record to the project record in Maestro. Proposals are linked to the project record to maintain a consistent record of the statement of work and researchers involved in the project. Funds are loaded to the FAMIS financial account and spending restrictions, if applicable, are noted on the project record in Maestro. 80-85% of setups are completed within 10 days of an award being fully executed.



Items Required to Release Funding

Maestro Tasks: Reporting Codes (Research projects only), PI Compliance Statement, and Personnel tasks must be completed in Maestro. Step-by-step instructions can be provided, if needed.

Proposal: The Setup Admin will verify a proposal has been routed and approved.

Financial Conflict of Interest (FCOI): FCOI Annual Disclosure and FCOI Training in TrainTraq must be completed for all personnel paid on the project. Step-by-step instructions can be provided, if needed.

Compliance: All compliance items must be approved by the PVAMU compliance office.

Account Profile Form(s): A copy of the account profile form will be sent to the Business Administrator and PI via email. Once completed and fully signed, the information needs to be sent to Cozette Turner. Cozette will notify SRS once the process is complete.

NOTE: You do not need to include any SRS contacts on this form.



Transition to Project Administration

AASET releases the project to the Project Administrator (PA) for a thorough quality review once the project is established. The PA will release the Sponsored Project Summary (SPS) once the review is complete. Please note that PI Orientation meetings will no longer take place.

The PA will then monitor the sponsored project account until the project closes out. Once the setup is complete, the PA becomes the single point of contact with the Business Administrator and PI.



Project Administration

Carolyn Engledow, Associate Director

ckengledow@tamu.edu

979 458-1858

Current Project Administrator Contacts:

Whitney McFarland wmcfarland@tamu.edu

Kelsi McKown kmckown@tamu.edu

In Training:

Torie Johnson

Rita Franklin



Role of the Project Administrator

Project management by the Project Administrator throughout the lifecycle of an award includes, but is not limited to:

- Performing project compliance on each project to ensure System member's policies, state and federal regulations, and sponsor terms and conditions are being followed
- Ensuring expenditures and revenue are in balance
- Reviewing expenditures for allowability, allocability, and reasonableness
- Ensuring timely closeout of an award
- PAs work closely with Sponsored Billing; especially in preparing the final invoice



Identifying SRS Accounts

F0013 Please enter desired modifications
006 SL 6 Digit Account (FSA) 11/08/23 14:06
FY 2024 CC 05

Screen: ___ Account: 421120 ___ APPLE HBCU INNOVATION GRANT Panel: 01 more >

Account Title: APPLE HBCU INNOVATION GRANT SA create enable: Y SRS: Y
Resp Person: 709000276 CUI, SUXIA Old Acct: _____

ABR Rule: 053 Map Code: 41000 Reporting Group: _____ Covid: -
Bottom Line Cntl: N Deflt Cat Cntl: N Deflt Cat Tol Pct: _____

AFR Fund Group: 40 Fund Group: RS Sub Fund Group: _____ Sub-Sub: _____
Year-End Process: P Year-End Acct: _____ Function: 15 Sub-Fun: _____

Default Bank: 00033 Override: Y Proj FYTD End Mo: 08 Aux Code: _____
Alternate Banks: 00030 00009 _____ Security: _____

P-Card Bank: _____ State Funds: - Appropriated: N --SA Transactions--
CC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual

Primary: ELEN OSP4 AA CD EN N Expense: Y Y
Secondary: _____ Revenue: N N
Admin For: _____

Center: _____ TRS/ORP Exempt: -
Fund Source: 07 GRANT OR CONTRACT Account Letter: -
Long Title: APPLE HBCU INNOVATION GRANT Setup Dt: 10/04/2021
Iteration Dt: 10/04/2021

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next CAcct CProj AResp Cmnt Left Right

Account number: 421120 ⓘ
Responsible person (last, first): _____

Search Reset

Account	SRS	Description
421120	Y	APPLE HBCU INNOVATION GRANT

prev 1 next Page: 1 of 1 Go Page size: 1 Change (Showing page 1 of 1, items 1-1) Total items: 1

Canopy, a Business Computing Services application.
The Texas A&M University System



Account: **421120-00001**
Primary PI: Cui, Suxia
Start Date: 01-Jul-2021
End Date: 01-Jul-2024

Account Title: Apple Hbcu Innovation Grant
Lead Organization: PVAMU-Electrical Engineering
Sponsor: Apple, Inc.

Administrator: Kelsi McKown
Center:
Status: Active
Frozen: No

SRS accounts can be identified in either FAMIS, Canopy or Maestro. Above are screenshots of how these can be identified.



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Pre-Travel Requests Update

Create New Request

! Trip Name/Destination * ?

Travel Classification *

None Selected

Contracts/Grants *

No

Non-Employee/Student Traveler (Last Name, First Name) ?

Foreign Country 3

Trip Start Date *

MM/DD/YYYY

Traveler Type *

None Selected

Trip Purpose & Benefit *

Foreign Country 1

Foreign Country 4

It is the PI's responsibility to ensure they're only requesting approved travel. If the PI is unsure, please reach out to your PA for confirmation.

The PI and/or dept. is responsible for covering unallowed travel.



Project Administration/PI Collaboration

Project Administrator will typically work with PIs on:

- Overdue technical reporting reminders
- Budget revisions needed to complete their scope of work. DBRs are no longer required.
- Sponsor requests (i.e.: budget revisions, extensions, PI changes)
- Subaward payment approvals via email
- Prepare for closeout of project including final expense confirmation and sponsor required closeout documents.
- Subaward Box: srssubawards@tamu.edu



PA/Departmental Collaboration

Project Administrator will typically work with the Department Business office on:

- Identifying Needed Payroll or Departmental Corrections (**to be initiated by PVAMU Departmental Business Offices**)
- Addressing issues with pending approvals such as costing allocations, Canopy routing, travel reports, or PantherBuy items.
- Account errors, encumbrances, restrictions
- Confirming closing expenses



PI/Departmental Collaboration

PIs will typically work with the Department Business office on:

- Identifying needed effort to be allocated to sponsored account
 - Undergrads, grads, staff, faculty (both PI's and Co-PI's)
 - This includes effort throughout the FY and Summer
- Requesting the purchase or allocation of project needs/expenses
 - Ordering supplies, equipment, etc.
- Ensuring all project expenses have been processed



Sponsored Billing

Julie Burnham, Assistant Director

jburnham@tamu.edu

979 845-0979

Current Sponsored Billing Contact:

Elizabeth Richardson

erichardson@tamu.edu



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Role of the Sponsored Billing Research Administrator

- Utilizes accounting transactions from the Texas A&M University System financial system, FAMIS, and the research administration enterprise-wide system, Maestro:
 - Prepares, analyzes, reconciles, and submits accurate, timely financial deliverables (i.e. invoices, financial reports) and special reports/forms (e.g. HUB, property, Release of Claims, closeout, Small Business etc.)
- Reviews sponsored research award documents to determine billing and reporting requirements and schedules
 - Creates and tracks required deliverables and schedules in the Maestro Sponsored Billing Module
- Assists in resolving reconciliation problems, financial deliverable issues, and collection of outstanding invoices
- Effectively communicates with Principal Investigators and Department/Unit staff to resolve financial deliverable issues and provide sponsor required information
- Works collaboratively with all SRS functional areas, A&M System Member Representatives, Department/Unit Staff, and PIs
- Effectively communicates to facilitate effective and efficient submission of financial deliverables



The Goal

Together the team of PVAMU and SRS will result in a great combination of award-winning research and efficient research administration to raise PVAMU research to new heights.

Questions?



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ANSWERS FOR YOU

THANK YOU

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