PVAMU and SRS: A Winning Team
PVAMU Research

Carnegie Tier

R2

High Research Activity
Carnegie Classification of Institutions of Higher Education

- 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

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

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Associate Vice President for Research and Executive Director of SRS
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Crissy Stratta
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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
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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.
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 Portions of the Proposal

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
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979 458-8176

Travis Young, Associate Director
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979 862 5948

David Lytle – prime awards
dlytle@tamu.edu
979 845-8735

Katrina Parrott - subawards
Katrina.21@tamu.edu
979 862-1264
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.
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
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.
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.
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

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