

# Research News

Updates from the Office of Research and Sponsored Programs

SUMMER 2023

## In This Issue

- 2 Grants Resource Center Updates
- 3 How Does ORSP Work?
- 7 Proposal Development Corner
- 8 Grant Development Corner
- 9 Word Search

## Announcements

ORSP is always looking for ways to streamline any Public Relations, Pre-Award, and Post-Award requests to best serve faculty, staff, and students.

In order to fully serve the campus community, any Post-Award related requests will be responded to within 72 hours. This allows us to handle all requests on a first-come, first-served basis. Please reach out to us at [orsp@ualr.edu](mailto:orsp@ualr.edu) or 916-3474.

## New Changes

ORSP has several new personnel and departmental changes to announce to the campus community. Shawna Diaz is the new Associate Director for Post-Award. Shawna began working in ORSP in August 2022 after 15 years as the Finance Director in DCSTEM. She has worked for the university for a total of 21 years.

Melody Gray is our new Senior Grants and Contracts Accounting Specialist. Melody started working in ORSP in March 2023 after three years at UAMS.

John Arnold and Latasha Reyes are our new Grants and Contracts Accounting Specialists. Arnold graduated from UA Little Rock with a Bachelor of Business Administration in Finance. Reyes graduated with a Bachelor of Business Administration from UA Little Rock and is pursuing her MBA from UA Grantham.

## Expanded Grant Writing and Proposal Development Services

ORSP has now expanded its proposal development services to the campus community with the Public Relations unit in ORSP. Lydia Perry, who previously worked as the Editor since 2016, became the new grant writer in May 2022. Perry helps with proposal development at any stage of the preliminary process, from searching for grant opportunities to developing proposal narratives.

Stevie Nielson joined ORSP as the new Editor in November 2022. They help with final copy editing of proposals, along with creating UA Little Rock's official research magazine, Research in the Rock. Nielson, who previously worked at the Arkansas Democrat-Gazette, graduated in 2022 with a Master of Arts in Professional and Technical Writing.



# Grants Resource Center Updates

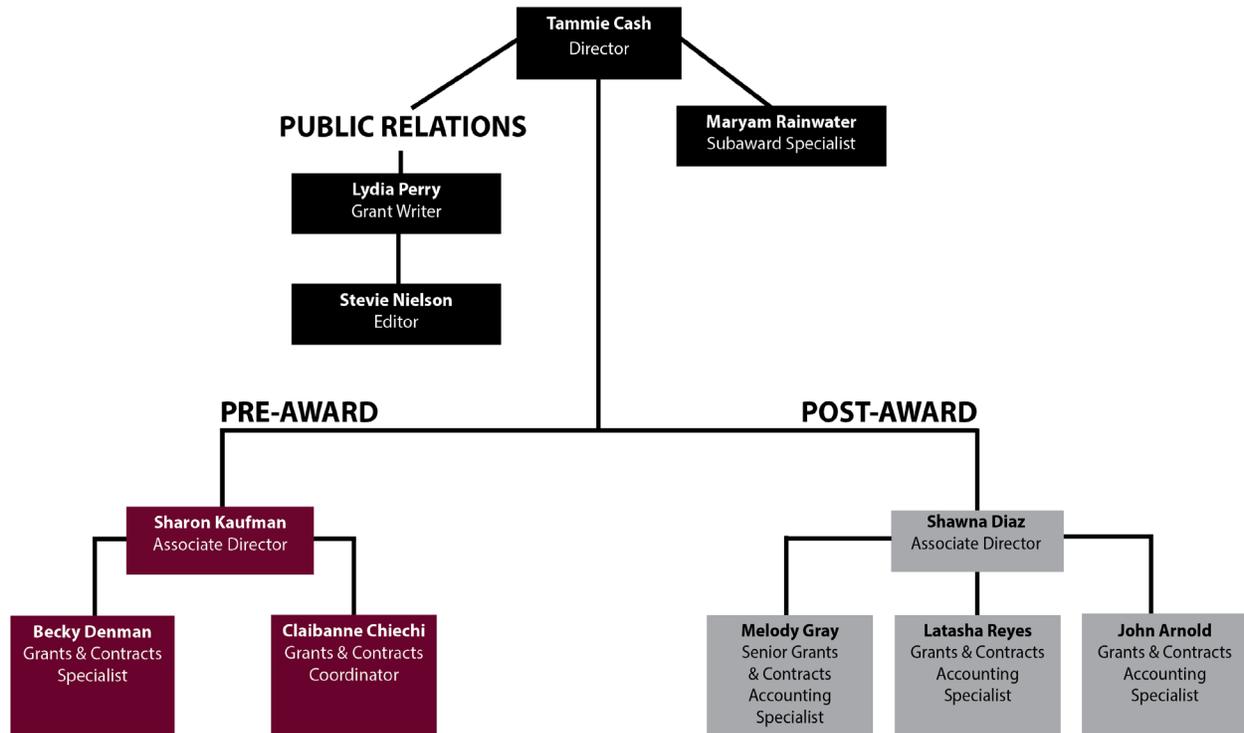
This summer, the Grants Resource Center (GRC) will update their website and provide a new way for faculty and staff to log in to search for funding opportunities.

Previously, GRC required an institutional login that ORSP kept and provided to any faculty or staff member on campus. For this new website, GRC will no longer use the institutional login mechanism. Instead, they will require an individual account tied to your UA Little Rock email and the university's address. If you already have an account set up in GRC, you can use this same login. If you do not have an account set up, you can create an account on their website.

Membership to GRC will still be coordinated by ORSP. If you have any questions about your account or the website, please contact us at [orsp@ualr.edu](mailto:orsp@ualr.edu).

# How Does ORSP Work?

ORSP comprises three units: Public Relations, Pre-Award, and Post-Award. All three units work cohesively during the grant lifecycle to ensure that you are supported and that the project meets all sponsor requirements.



ORSP Org Chart

## PUBLIC RELATIONS

The Public Relations unit supports you at the beginning stages of your proposal, from assistance to form your idea into a funding opportunity to writing a full proposal narrative for you. This unit also assists with copyediting for final submission and announcing your award if funded.

## PRE-AWARD

Once Public Relations develops your proposal, the Pre-Award unit will review all of your proposal and budget materials and submit it to the sponsor on behalf of the university. The Pre-Award specialists are available to review your proposal before submission. **Pre-Award must receive your full proposal five (5) business days before the sponsor submission deadline.**

## AWARD AND POST-AWARD

If your project has been awarded by the sponsored agency, ORSP will accept the award on behalf of the university. Once the project has been officially accepted, the Post-Award unit will create an award entry in Workday that acts as the financial epicenter for your grant's finances.

Your new award will be assigned to a Post-Award grant specialist who will monitor the financial and compliance aspects of your project and assist you throughout its lifetime.

**Closeout**

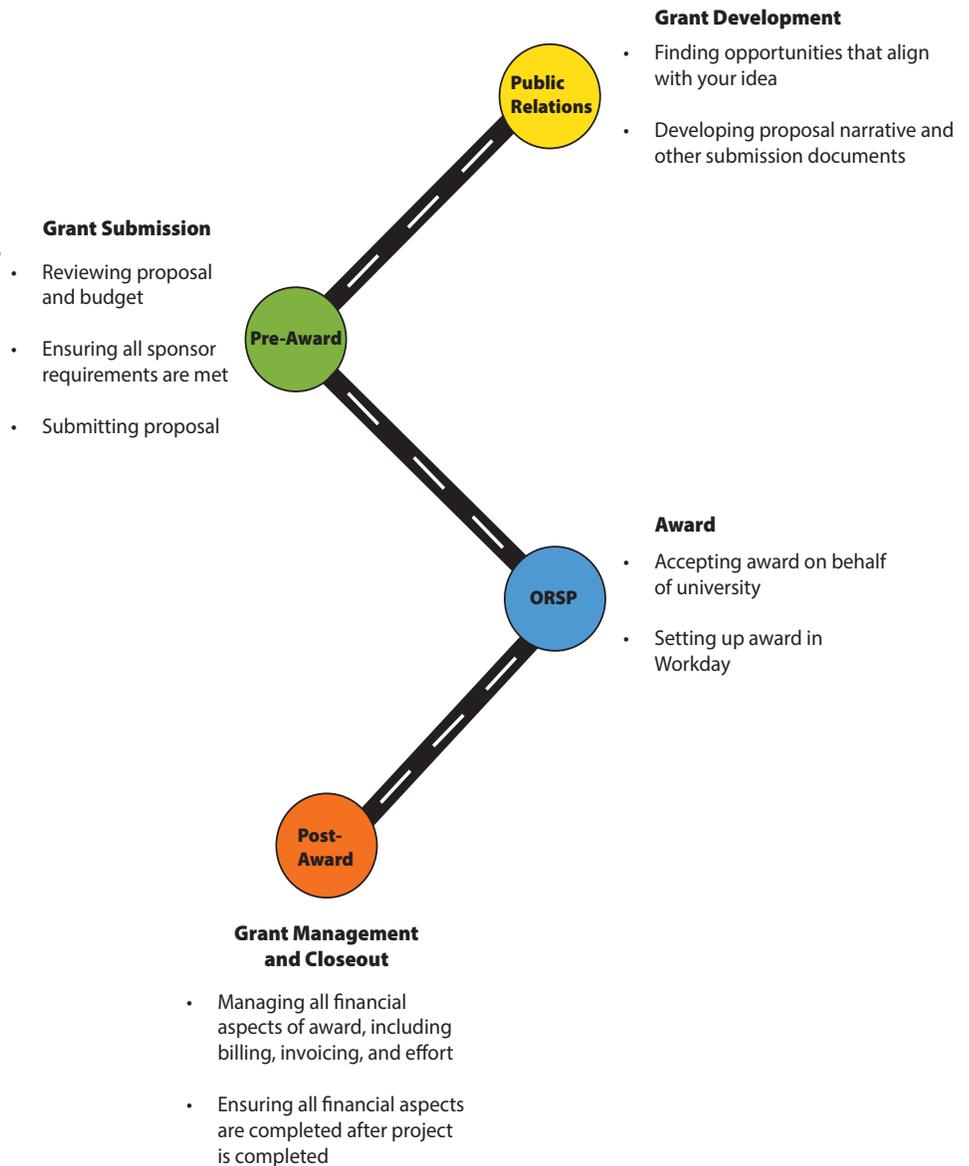
When the grant has ended, the Post-Award unit will ensure that all closeout procedures will be processed. Your grant manager will be available to help you during the life of your award.

**Why does ORSP have so many rules?**

It can seem intimidating to suddenly realize the many rules and regulations tied to your grant, or question why ORSP denies your request to spend your grant money in a certain way. Our goal isn't to make life hard. In every situation that arises, we must make our decisions based on university, agency, state, and federal policies and procedures, specifically the Uniform Guidance (2 CFR 200), the comprehensive set of regulations for federal grant awards set by the U.S. Office of Management and Budget.

These guidelines form the basis for all of ORSP's decisions on a daily basis. The federal government always wants to ensure that grant funds are properly used on each project it funds. ORSP must ensure that the Principal Investigator and university comply with these federal regulations.

**ORSP GRANT LIFECYCLE ROADMAP**



# What is my role in all of this?

As the PI, you are ultimately responsible for your project and how it evolves throughout its lifespan. We are a service to you and the university to ensure that both parties are well supported and adhering to the original agreement between you, the sponsor, and federal guidelines.

This means that you should think carefully about what you want to do in your project and how you want to outline its budget.

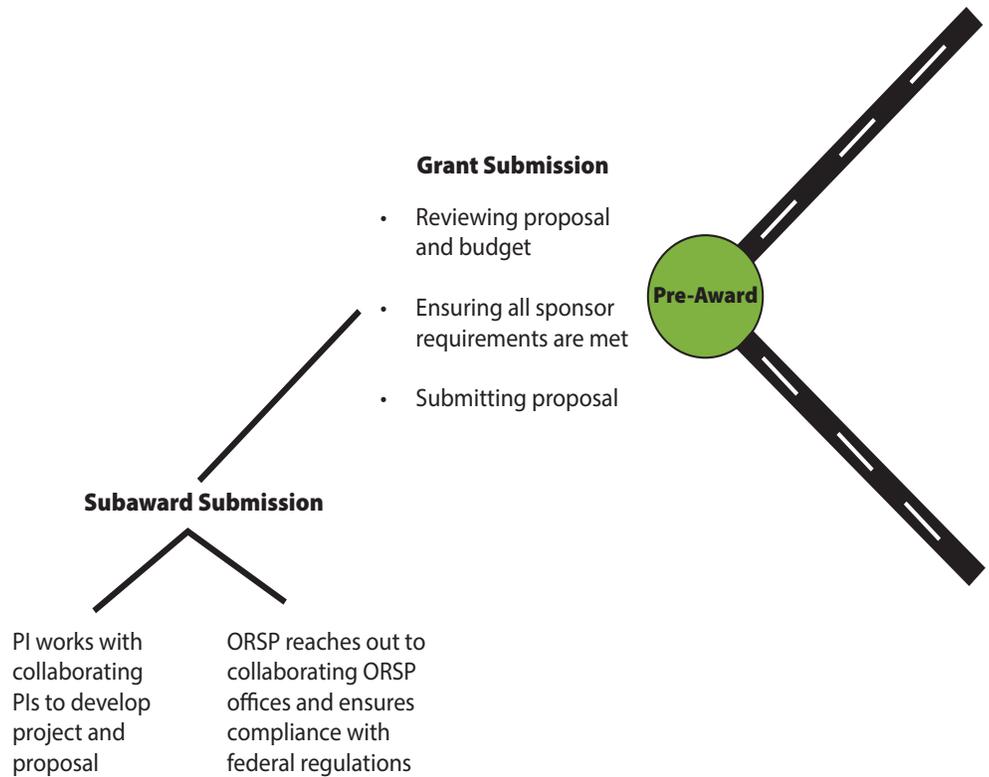
While it's possible to change your budget after your project has been awarded, it must go through the appropriate approval chain in order for these changes to take effect. Additionally, these changes must not conflict with the original agreement between you and the sponsor. If appropriate parties approve of your changes, ORSP can make these changes for you.

ORSP is available to assist you with any questions or concerns throughout this process.

## Does ORSP also monitor subrecipients in my collaborative project, even though they're from a different university?

Yes, ORSP must also ensure that the collaborative university is maintaining compliant and ethical financial and research practices. The Uniform Guidance requires pass-through entities to evaluate each subrecipient's risk of noncompliance in order to ensure that the collaboration meets regulations.

Additionally, the subaward agreement documents the terms and conditions of the relationship between the university and subrecipient organization. View UA Little Rock Policy 603.15 for more information on subrecipient monitoring.



# I have so many questions!

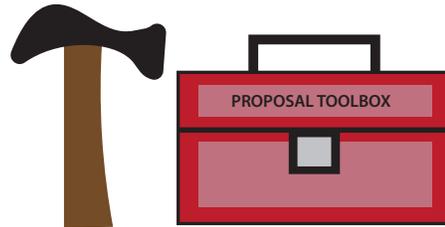
The following table gives a snippet of who to ask about specific grant administration questions. Of course, you can always contact us at [orsp@ualr.edu](mailto:orsp@ualr.edu) and we will direct you to the correct person to answer your question.

<b>Pre-Award</b>	<b>Post-Award</b>	<b>Public Relations</b>
<ul style="list-style-type: none"><li>• Indirect Cost Reduction</li><li>• Budget Checking</li><li>• Underwrite Requests</li><li>• Proposal Submissions</li></ul>	<ul style="list-style-type: none"><li>• Report Due</li><li>• No-Cost Extension Requests</li><li>• Effort Certification</li><li>• Budget Amendments</li></ul>	<ul style="list-style-type: none"><li>• Proposal Narrative</li><li>• Funding Opportunities</li><li>• Award Announcements</li></ul>

## What about procurement questions?

For any questions related to procurement, spend categories, or travel, please contact the Procurement office on campus.

# Proposal Development Corner



## What should I write in my budget justification?

The budget justification should explain your project's budget and how all of its elements contribute your goal.

Your budget should include costs that are necessary, reasonable, allocable, and allowable according to the federal policies and procedures listed in the Uniform Guidance by the U.S. Office of Management and Budget.

A good budget justification explains how each item in your budget is critical to the project's success. In an NSF proposal, the budget justification is limited to three pages. Always check the program solicitation to ensure you address all of the elements they're looking for in your proposal.

## What's the difference between Total Direct Costs (TDC) and Modified Total Direct Costs (MTDC)?

**Modified Total Direct Costs** are costs calculated by a unique equation that is different than the equation used to calculate Total Direct Costs. The MTDC equation excludes the following costs from being charged indirect costs in the project:

- capital equipment
- subaward amounts over \$25,000
- award program income
- patient care
- tuition
- participant support costs
- rent

**Research News: 2023**

## What are Indirect/F&A Costs?

Indirect Costs, also called Facilities and Administrative (F&A) costs, are expenses charged on top of the total project cost for your project that cover university overhead.

An indirect cost is not easily identifiable and cannot be associated with one specific project. Examples include general supplies (paper, toner, pencils, etc.), secretarial or general administrative assistance, utilities, and maintenance. Indirect/F&A expenses are generated on a project according to the established rate.

Visit our website for the most up-to-date information on the university's indirect cost rate.

**To be eligible for the off-campus rate, you must include rent as a direct cost in your budget.**

**Total Direct Costs** are costs calculated by an equation that will charge indirect costs without exclusions.

# Grant Management Corner



## **What should I write in my grant report?**

During your project's lifespan, your sponsor will ask you to provide a progress report about your project and how your funds are being spent. Be sure to check with your sponsor guidelines to know what types of information they specifically want.

Your grant report should explain how your funds have been used in your project.

A well-written grant report shows the sponsor that you actively work on that goals that you sought when you wrote your proposal. Showing this continuity can positively impact your ability to receive more funding in the future.

## ***When do I need to write a grant report?***

Your Notice of Award will tell you all of the sponsor reporting requirements and deadlines related to your project.

## **What is research compliance, and why is it important?**

Federal regulations require institutions to review and approve research projects using human participants, animals, bio agents, etc. prior to accepting an award. Also, other issues such as potential conflicts of interest, export control issues, intellectual property rights, and effort commitments need to be reviewed and addressed.

## **Can I modify my budget after my project has been awarded?**

Generally speaking, you need to carefully consider why you need to modify your budget since the award is an official legal agreement between you and the sponsor. If you conclude that you need to modify your budget, your Post-Award grant manager can help you with this process.

# Word Search

M Z S R G X G S E D S P W T K I I E R U A R E A K F F A  
X A X F I A P G T B A Y W H B O C U M E U V F J W E E A  
F E W C E N D R K C E M C A I U O A T C P I F E D I D F  
P A C I D E T E T J A C W D N D Y D G C H O Y E A P I A  
R O F V A N X B N X K G H D O Y H I E I L H R E C J T I  
I O V A V E W I E S A D W L A S O P O R P A I T N W I P  
N K Z J Y A R I I I B W C O Y E N O T G L E T E I U N D  
C E L E P J I V P P R M E U D E E Y T C T D N H U N G R  
I K O P T V T R I S D Y E N O M C O R D C L A U P I G M  
P M S R E B I D C U D P U P Y K F T O K A E R E C F O C  
A K W H M F N G E E S Y M O R L N S F E R D G I C O K H  
L C F J X C G U R W I D R P X Q M M F E T C F U S R E F  
I R P O A E S E B P P R O Q D S S F A E C N U D C N M Q S  
N P W L N A R P U F E C R D T I X K E O O O I O I G M O  
V G S E P C Z F S M Q A A U U E Z M V R C R O M Y U U Y  
E B B R E S E A R C H I N T H E R O C K T T F P A I I T  
S O H K A P A O F N W C N S U D E M T Z C S Z L D D F M  
T D R T S I Z A I D E G E D H R U R S S P J C I K A J U  
I T G Y I E R O S N O P S F O P L S M E E K B A R N J A  
G A E Z B U D G E T J U S T I F I C A T I O N N O C Y O  
A E M R N G O T M O S O Q W E D R A W A E A H C W E E N  
T W O Z C A Y I R Z S C H E A K Q M J J E R F E A T K U  
O N A T I O N A L S C I E N C E F O U N D A T I O N I F  
R I Z I N D I R E C T C O S T S T S A U A A Q V N Y R R

Proposal  
Reporting  
Streamlyne  
Uniform Guidance  
Compliance  
Subrecipient  
Indirect Costs  
Research in the Rock

National Science Foundation  
Principal Investigator  
Writing  
Budget Justification  
Grant  
Editing  
Workday  
Effort

Federal  
Award  
Sponsor  
Contract