Office of Sponsored Programs

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First Steps…

Pivot- Looking for funding? Pivot can help you find funding opportunities, calls for papers, and possible collaborators for your research endeavors.

https://pivot.proquest.com/

Submission Portal Faculty Accounts

- WVU+KC: https://kc.wvu.edu/kc/portal.do (request access to create a proposal)

- eRA Commons: Request a new account (or to update your existing account) by emailing wvusponsoredprograms@mail.wvu.edu

- Fastlane (Research.gov): Request new account at Research.gov or, for existing accounts, request a role with WVURC

- Grants.gov Workspace: Register with Grants.gov (Applicant Registration page contains instructions for registering and adding a profile to affiliate with WVURC)

What if?

I have an award from my previous institution which I would like to transfer

- Contact OSP at wvusponsoredprograms@mail.wvu.edu first

- Link your eRA Commons account to WVURC if you are transferring an NIH award (OSP can affiliate your Commons account for you)

- Link your NSF account to WVU if you are transferring an NSF award – you will need to request a new role for WVURC and then OSP will approve the affiliation

Pre-Award Proposal Submission

All proposals requesting extramural support through WVU or WVURC that may result in the award of a grant, contract, or cooperative agreement, including new, continuation, and renewal requests, must be reviewed and approved by the Research Office through its Office of Sponsored Programs prior to being forwarded to a prospective external sponsor for funding consideration.

- Complete, Final Proposals should be received in OSP via WVU+KC 5 business days before the sponsor's established deadline

- You may continue to work on the science portions up until 24 hours prior to the deadline *

- Proposals received with less than 5 business days will be subject to partial review and submission as workload allows

Pre-Award Review Process

OSP evaluates Proposal Review Packages for:

- Consistency with University policy and business practices

- Completeness and consistency with sponsor requirements

- Budget and budget justification accuracy, and

- OSP will review and submit proposals during normal OSP operating hours

Submitting the Proposal

- OSP recommends that we complete proposal submissions at least 24 hours prior to the sponsor deadline

- Draft science documents must be in complete and final condition no later than 24 hours prior to the deadline

- After proposal submission, your Pre-Award Reviewer will communicate with you and provide confirmation of this submission

- Please always check the final submission for any technical issues that may have occurred during the transmission

What happens next?

- The sponsor may contact you to request clarification, additional materials, or revisions to the submitted proposal - forward communication to wvusponsoredprograms@mail.wvu.edu and your Pre-Award reviewer

- The sponsor may send you an agreement or a Notice of Award – Forward this communication to wvusponsoredprograms@mail.wvu.edu and your Pre-Award reviewer

- If you would like to see if there is any update in the proposal review process, feel free to reach out to OSP and we can check and see if we have received any official correspondence from the sponsor - we will always forward such communication once received

Other Pre-Award Resources:

Frequently requested information:

https://osp.research.wvu.edu/proposal-essentials

Join our listserv:

https://osp.research.wvu.edu/about/listserv

**The OSP Website is currently undergoing updates- please email questions to wvusponsoredprograms@mail.wvu.edu

Award Negotiation Sub-Department

- Molly Superfesky, Assistant Director

- Tiffany Lutskus, Manager

- Andrea Taylor, Negotiator

- Rachel Humberson, Negotiator

- Keeleigh Utt, Graduate Services Assistant

Disclaimer

- This discussion is intended for educational purposes only and is not intended as legal advice. It does not replace professional judgement.

- Each situation is unique, and the associated risk should be assessed according to the individual circumstances.

OSP Partners with OTT and the OGC

- **Office of Sponsored Programs (OSP)**
  - Clinical Trial Agreements
  - Collaborative Research & Cooperative Agreements
  - Grants
  - Data Use Agreements
  - Subawards
  - Nondisclosure Agreement (NDA)/Confidentiality Agreement (CDA)
  - Material Transfer Agreements
  - Teaming Agreements

- **Office of Technology Transfer (OTT)**
  - Agreements to license Intellectual Property
  - Inter-Institutional Agreements

- **Office of General Counsel (OGC)**
  - Questions of law
  - Research and Development vs. Sponsor Initiated Protocols
  - Questions of Intellectual Property ownership, or the licensing of Intellectual Property
  - Unique or high-risk studies
  - Service Agreements

WestVirginiaUniversity.

OSP is the office to contact for any funded, or non-funded research project with an outside entity.

Examples -

Funded Agreements that require a KC submission prior to negotiation:

- Clinical Trial Agreements
- Sponsored Research Agreements
- Subawards
- Memorandums of Understanding

Unfunded Agreements:

- Material Transfer Agreements
- Confidential, Nondisclosure Agreements
- Collaborative Research and Development Agreements – (CRADA)
- Teaming Agreements
- Data Use & Data Transfer Agreements

WEST VIRGINIA University®

Clinical Trial Agreements

- The CTA governs the conduct of a clinical trial.

- A Confidentiality Agreement may be provided in contemplation of a CTA. Please contact OSP.

- A copy of the CTA should be provided to OSP as part of the KC submission.

- Common issues where WVU has preferred terms – Confidentiality, Publication, Liability, Subject Injury

Sponsored Research Agreements

A Sponsored Research Agreement (SRA) is a contract between WVU/WVURC and a sponsor for the purpose of conducting research.

Grants :

- A type of financial assistance for a specific purpose or project.
- The sponsor will not have substantial involvement in performance of the work.
- Fewer term and conditions than other types of SRAs.
- More freedom in performing the SOW.

Cooperative Agreements:

- A funding mechanism used by federal agencies.
- There is more agency involvement than a grant, but less supervision than a contract.
- Substantial involvement between the parties in carrying out the project.
- The Statement of Work is typically flexible.

Contracts:

- An agreement between WVU/WVURC and a sponsor for the purposes of funding research at WVU.
- Sponsor driven.
- Will detail specific obligations for each party.
- Less flexibility in performing the Statement of Work.
- Specific deliverables in a specific time period.
- More detailed terms and conditions.

Data Use & Data Transfer Agreements

- Data Use – Transfer of human subject data which includes PHI.

- Data Transfer – Transfer of non-human subject data or de-identified human subject data.

- An agreement between WVU/WVURC and another organization for the purpose of sharing research data. The parties may share and/or receive data under a DUA/DTA.

- The type of DUA/DTA used will depend on the type of data –
  - De-identified, Limited, Identifiable.

- The DUA/DTA will state the purpose of the data use, the term of use, and who will have access to the data.

- Data security and safeguards are included to ensure appropriate treatment of the data.

WestVirginiaUniversity.

Subawards

- Subawards are now a part of the Award Negotiation Unit of OSP.

- A subaward is an agreement with a third-party organization performing a portion of a funded WVU/WVURC research project.

- The terms of the subaward are influenced by the prime agreement.

- WVU/WVURC is responsible for monitoring subawards to ensure subrecipient compliance.

- A subrecipient works collaboratively with WVU/WVURC to carry out the scope of work as proposed.

- For subawards, UHA Agreements, or subawards between WVU & WVURC, please contact subawards@mail.wvu.edu.

Award Initiation and Management Sub-Department

Paul Fetty, Associate Director

Darcy Kisko, Program Coordinator

Susan Markley, Award Administrator

Kathy Jesperson, Award Administrator

Cheri Grubbs, Award Administrator

Amy Urani, Award Administrator

Jeanne Anderson, Program Coordinator

Initial Award Actions

- Establish the award account in the Financial System (MAP) to match the Sponsor Approved Budget and Period of Performance

- Issue the WVU internal award notification from WVU+KC. The award notification will include pertinent information such as the funding string, period of performance, cost share details, etc.

Award Setup Process

A member of the OSP Award team will contact the PI and department business office contact to let them know the sponsor's award notice has arrived and the OSP award setup is in process. At this time we may ask for additional information such as:

- Departmental Activity Number/Expenditure Org.

- Task Budgets (Also known as, Supplement Form A)

- Revised budget, if the expected funding level has been cut by the sponsor

- Cost Share Information

- IRB, IACUC, or IBC Approvals

What to do after your award is setup?

- Review budget to determine the personnel receiving salary, and update in MAP as appropriate

- Review the KC Award Notice ("green sheet") and award documents for terms and conditions and any other important information.

- Awards are often made after the initial start date of the period of performance. Review to determine if there are existing expenditures that need to be moved to the award funding string.

- Review current budget to determine if it meets the needs of the project as proposed. (Revisions to the budget may require sponsor prior approval)

When to Contact OSP Award

Prior Approval Request to sponsors such as:

- Change in PI or other key personnel
- Change in percentage of effort of key personnel (25% rule for most Federal Awards)
- Change in scope of work
- Significant change in budget ("Significant" as defined by the sponsor. Some sponsors require prior approval for all budget revisions)
- Carryover of funds from one year to another may require prior approval
- No Cost Extensions

Reporting

All sponsored projects require some sort of reporting but can vary depending upon the requirements of the sponsor. Award Initiation and Management coordinates with Investigators and other WVU departments to facilitate reporting. Commonly required reports are as follows:

- Technical Reports requiring institutional endorsement

- Patent Reports

- Invention Reports

- Property Reports

Questions?

For Pre-Award questions, contact
wvusponsoredprograms@mail.wvu.edu or Katie.Schneller@mail.wvu.edu

For questions about an Agreement, contact
Molly.Superfesky@mail.wvu.edu.

For Subaward questions, contact subawards@mail.wvu.edu

For questions regarding CDAs\NDAs, and MTAs, contact
cdaosp@mail.wvu.edu

For Award questions, contact AIM@mail.wvu.edu