

Office of Engineering  
Research Administration

# New Faculty Workshop

August 2018



**PennState**  
College of Engineering



## Office of Engineering Research Administration

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**Office of Engineering Research Administration**  
**Organizational Chart**

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Associate Coordinator

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Coordinator

**Betsy Grgurich**

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**Stacie Schlesinger**

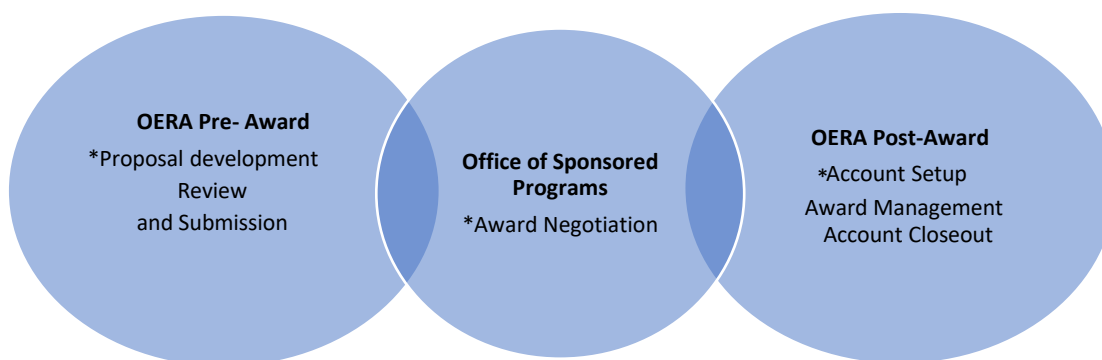
Associate Coordinator

## Helpful Resources

### Research Office Roles:

*Your One Stop Shop!*

Our office is responsible and here to assist you with all your proposal development and award management needs. Due to the structure of PSU's Research Administration, the Office of Sponsored programs is responsible for the negotiation stages of your award.



### Office of Sponsored Programs (OSP):

The Office of Sponsored Programs (OSP) provides central coordination and oversight of Penn State sponsored projects.

This includes processing proposals and negotiating resultant grants, contracts, and other agreements. All agreements are reviewed to confirm that the terms and conditions:






- protect the interests of Penn State faculty members and students,
- protect Penn State's institutional interests,
- are consistent with Penn State's policies and mission statement, and
- are consistent with all applicable state and federal laws.

After agreements are put in place, OSP coordinates efforts with research administrators across Penn State to ensure that all sponsored funds are administered in accordance with the agreed upon terms and conditions.

- <https://www.research.psu.edu/osp>

## Helpful Resources

### Office of Sponsored Programs

	 <b>FIND</b> Funding	 <b>PREPARE</b> Proposals	 <b>NEGOTIATE</b> Agreements	 <b>ISSUE</b> Subagreements	 <b>POST</b> Award
<b>I want to ...</b>					
Find Funding					
Reply to a Limited Submission					
Prepare or Submit my Proposal					
Prepare a Budget					
Request Cost-Share					
Set up and Manage my Award					
Request an Extension or Revision					
Develop a Charge-out Rate					
Disclose an Invention					
<b>I want to issue a ...</b>					
Non-disclosure Agreement (NDA)					
Materials Transfer Agreement (MTA)					
Industry Sponsored Research Agreement					
Subaward/Subcontract					
Consulting Agreement					
Membership Agreement					
License Agreement					
Data Use Agreement					
<b>Learn about ...</b>					
Conflict of Interest					
Export Compliance					
Office for Research Protections					
Facilities & Administrative (F&A) Costs					
Intellectual Property					
Professional Development Opportunities in Research Administration					

### Office of Technology Management (OTM):

Our mission is to protect Penn State intellectual property, identify its commercial potential, and stimulate economic development through the transfer of Penn State technologies to the marketplace.

The Office of Technology Management also promotes Penn State technology by protecting, marketing, and licensing University inventions to companies for further development and commercialization.

- <https://www.research.psu.edu/otm>

### Strategic Interdisciplinary Research Office (SIRO):

The Strategic Interdisciplinary Research Office (SIRO) is a research administration unit of the Office of the Vice President for Research that is organized to support both the development of proposals and the administration of large and strategic projects at Penn State. Supported projects typically involve significant efforts from multiple faculty spanning two or more colleges or institutes, and are of strategic importance to the Penn State research enterprise. Projects like these are typically quite time consuming and labor intensive to propose and manage, and SIRO is designed to support these greater needs. SIRO also provides comprehensive pre and post-award support for multiple institutes.

- <https://www.research.psu.edu/siro>

### Proposal Development Tools and Templates:

- <https://www.research.psu.edu/siro/tools-templates>

## Helpful Resources

### Research Accounting:

The Research Accounting Office at The Pennsylvania State University strives to serve the needs of both the research departments and the sponsoring agencies. Our primary role is to invoice sponsored projects in a timely, efficient, and accurate manner.

- <https://controller.psu.edu/research-accounting>

### LARSON Transportation Institute (LTI):

The Thomas D. Larson Pennsylvania Transportation Institute is Penn State's transportation research center, a major, multidisciplinary unit within the Department of Civil and Environmental Engineering. Since its inception in 1968, the Larson Institute has maintained a threefold mission of research, education, and service. The Larson Institute is the locus for transportation-related research conducted by Penn State faculty from more than 14 colleges and research centers, with areas of specialization ranging from civil, computer, electrical, architectural, industrial, and mechanical engineering to agriculture, information sciences and technology, supply chain management, economics, geography, psychology, and statistics. The Institute provides a unique focal point of collaboration for expert faculty and enterprising students from across the University together with public and private stakeholders to address critical transportation-related needs of the individual user and the world at large.

- <https://www.larson.psu.edu/>

### Materials Research Institute:

Penn State's MRI is a catalyst for multidisciplinary education and innovations in materials.

Of particular significance is the recent creation of a direct interface with the life sciences in our newest interdisciplinary building, the Millennium Science Complex. With our capabilities in electronic materials and devices, functional polymers and nanoscience, Penn State is uniquely positioned to apply our materials research to critical challenges of the future in healthcare.

It is our vision to apply both the depth and breadth of our collective expertise to engage in research without boundaries, and thereby to create a new generation of highly qualified graduates who can both communicate and innovate in a converging technological world.

MRI Encompasses:

- 5 Colleges 15 Departments



## Helpful Resources

- 200+ Faculty
- 100 Researchers
- 800+ Graduate Students

### Funding Sources Include:

- National Science Foundation (NSF)
- Department of Energy (DOE)
- National Institutes of Health (NIH)
- Department of Defense (DoD)
- State Industry Foundations Homeland Security
- <https://www.mri.psu.edu/>

### Office for Research Protections (ORP):

The Office for Research Protections (ORP) is Penn State's home for research ethics, where we partner with researchers to maintain the integrity of Penn State research. If researchers are working with human subjects, we work with them to protect the welfare and rights of research participants. If investigators are conducting research with animals, we help them navigate the regulations and policies that mandate the animals be treated humanely and ethically. Our office seeks to protect the integrity of Penn State research by educating the University on the responsible conduct of research through our SARI @ PSU program; by helping faculty manage financial conflicts of interest; and by investigating allegations of research misconduct.

We also protect the safety of researchers and the general public. The ORP is involved in a wide range of activities and divided into multiple programs, and in every endeavor we strive for excellence.

- <https://www.research.psu.edu/orp>

### Colleges, Units and Institutes:

- <https://www.research.psu.edu/osp/research-office-directory/research-related-offices>

### Facilities and Resources:

- Core Facilities and Instrumentation: <https://pennstate.pure.elsevier.com/en/equipments/>



## Helpful Resources

### **Institute for CyberScience:**

The Institute for CyberScience is one of five interdisciplinary research institutes within Penn State's Office of the Vice President for Research. ICS brings researchers together to develop and apply innovative, high performance computation methods.

ICS operates and continues to expand a world-class high-performance computing system. The ICS Advanced CyberInfrastructure (ICS-ACI) lets Penn State researchers carry out advanced simulation and statistical modeling, data analysis, data mining, machine learning, and more.

ICS-ACI offers

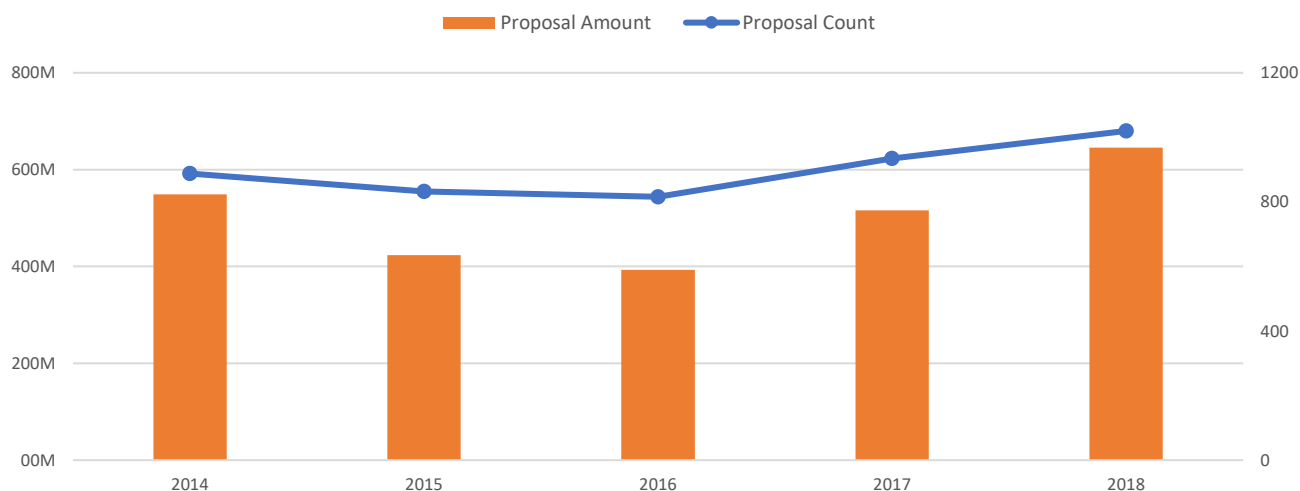
- 23,000 computing cores
  - 20 PB of storage
  - a dynamic software stack of broadly used research applications
  - > 650 teraflops of total peak performance
- 
- <https://ics.psu.edu/>



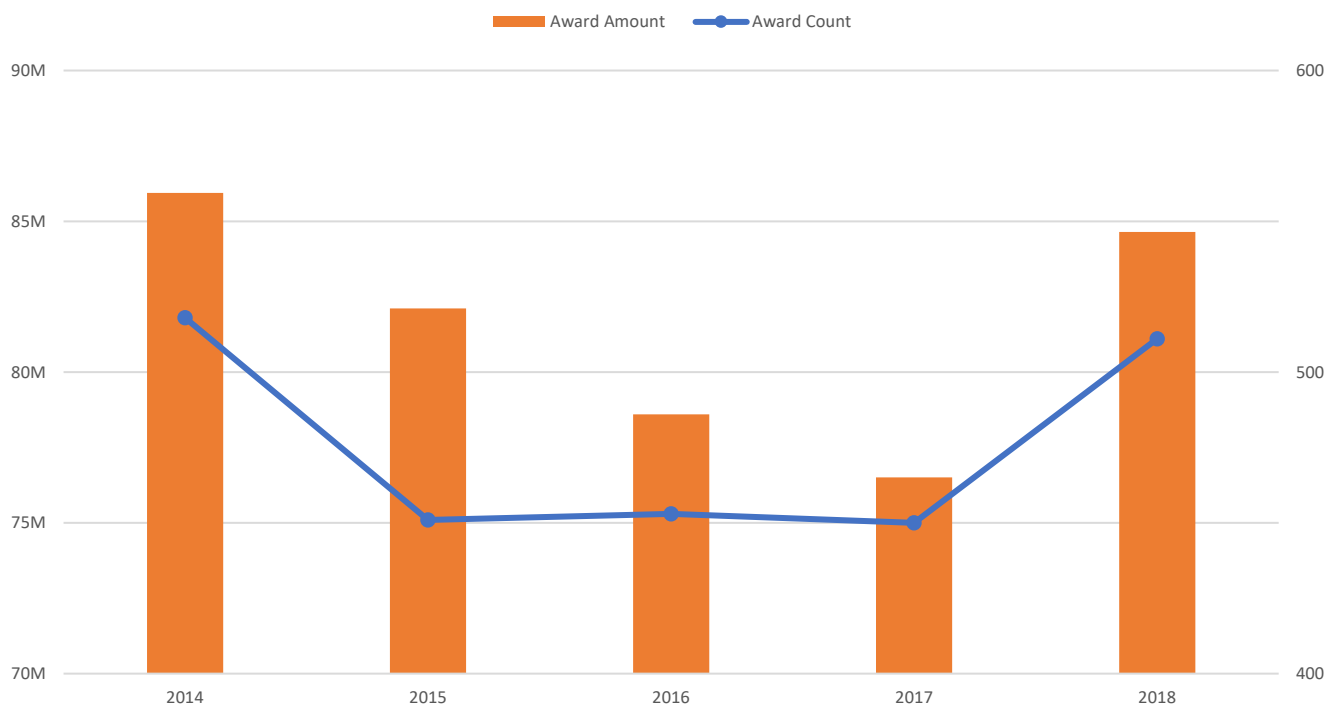
## Proposal and Award Stats

On average, proposal coordinators work on 6-10 proposals at the same time on a regular basis. Over the last 5 years, the proposals submitted for the entire College of Engineering has grown.

### 5 Year Proposal Submissions



### 5 Year Award Totals



# Find Research Funding -Faculty Quick Guide

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## The Pennsylvania State University Resources

### Funding Institutional

#### Expand Your Search!

All PSU Faculty, Staff and Students now have access to Funding Institutional. Funding Institutional is a single-source workflow tool containing funder, funding opportunity, and awarded grants data, helping institutional staff with:

- Insight in key funding trends
- Discovery of relevant opportunities
- Decisions on resource allocation Funding Institutional is developed for institutional staff who analyze the funding landscape and manage the search and selection process and supports institutional staff across the workflow

<https://www.fundinginstitutional.com/>

### SciVal

#### What is SciVal?

[SciVal](#) is a research assessment tool that provides data on individuals, institutions, research themes, locations and collaborations. The data is provided by Scopus and ScienceDirect, and covers more than 30 million publications from 1996 through the present.

#### What can I do with it?

SciVal is useful for comparing research performance of individuals or institutions, analyzing research trends, creating benchmarking reports and visualizations, or finding someone who is researching in a specific area.

<https://www.scival.com/home>

#### Limited Submissions

The Penn State Limited Submission Program manages the response to research funding opportunities for which a limited number of submissions are permitted from Penn State.

The Vice President for Research (VPR), in close communication with the college research deans and interdisciplinary consortia directors, is charged with implementing the Penn State Limited Submission Procedure.

<https://www.research.psu.edu/limitedsubs>



### **PSU ENG Internal Funding Initiatives**

These internal funding initiatives are awarded once per year and are announced by email to all faculty at the opening of the proposal submission period.

#### **ENGINEERING for Innovation and ENTREPRENEURSHIP (ENGINE) Grants**

The Penn State Fund for Innovation is committed to fostering the translation of basic research into technologies that show immediate potential for broad commercial impact.

#### **Grace Woodward Grants**

The Grace Woodward Collaborative Research in Engineering and Medicine grants are intended to support projects that create or capitalize upon opportunities for new applications of engineering to problems in the life sciences and medicine.

#### **Multidisciplinary Research Seed Grants**

The College of Engineering's Multidisciplinary Research Seed Grant program supports research that will increase the competitiveness of faculty in attracting high-impact multidisciplinary and center-level research funding from the state and federal government, industry, or foundations.

**<https://www.engr.psu.edu/research-administration/internal-funding-initiatives.aspx>**

#### **Faculty Travel Grant Requests**

To assist our faculty members in pursuing research opportunities, the Associate Dean for Research and Graduate Programs and the Associate Dean for Innovation have made some modest travel funds (up to \$500) available to individual faculty members to visit federal sponsors and discuss research opportunities that would be pursued via our college.

To gain access to these funds, please complete the online **Faculty Travel Grant Request Form**. Following a review of the request by the Associate Dean for Research and Graduate Programs, you will be notified whether or not the request is approved, and if so, you will receive details of how to access the funds.

**<http://sites.psu.edu/engineeringresearch/request-for-faculty-travel-funds-from-the-coe-dean-for-research/>**



### Resources outside PSU

- [Pennsylvania Bulletin](#) (information and rulemaking)
- [Department of Environmental Protection](#)
- [Federal Business Opportunities](#) (FedBizOpps.gov)
- [Federal Register](#)
- [Foundation Center](#)
- [GrantsNet](#)
- [Grants.gov](#)
- [National Science Foundation Update E-mail Subscription](#)
- [Science.gov](#)

For links, please visit: <https://www.research.psu.edu/osp/find-funding>

### Early Career Programs

These programs are intended for late postdoctoral investigators and new faculty, usually those at or below the rank of Assistant Professor.

#### Department of Defense

Program	Deadline	Program Synopsis
<a href="#"><u>Young Investigator Program, Office of Naval Research</u></a>	September	ONR's YIP seeks to identify and support academic scientists and engineers who are in their first or second full-time tenure-track or tenure-track-equivalent academic appointment and who show exceptional promise for doing creative research. Proposals may request up to \$170,000 per year for three years. <a href="https://www.onr.navy.mil/Science-Technology/Directorates/office-research-discovery-invention/Sponsored-Research/YIP.aspx">https://www.onr.navy.mil/Science-Technology/Directorates/office-research-discovery-invention/Sponsored-Research/YIP.aspx</a>
<a href="#"><u>Young Investigator Program, Air Force Office of Scientific Research</u></a>	summer	The Air Force YIP supports scientists and engineers who have received Ph.D. or equivalent degrees in the last five years and show exceptional ability and promise for conducting basic research. The objective of this program is to foster creative basic research in science and engineering; enhance early career development of outstanding young investigators; and increase opportunities for the young investigator to recognize the Air Force mission and related challenges in science and engineering. Each award will be funded at the \$120,000 level for three years. Exceptional proposals will be considered individually for higher funding levels and longer duration.



<u><b>Young Faculty Award, DARPA</b></u>	December	<p>The objective is to identify and engage rising research stars in junior faculty positions at U.S. academic institutions and introduce them to Department of Defense needs as well as DARPA's program development process. The YFA program provides funding, mentoring and industry and DoD contacts to awardees early in their careers so they may develop their research ideas in the context of DoD needs. The program focuses on untenured faculty, emphasizing those without prior DARPA funding.</p> <p><a href="https://www.darpa.mil/work-with-us/for-universities/young-faculty-award">https://www.darpa.mil/work-with-us/for-universities/young-faculty-award</a></p>
<u><b>Broad Agency Announcement - Young Investigator Program, Army Research Office</b></u>	open	<p>The ARO Young Investigator Program is included in the <a href="#">ARO Section of the ARL Core Broad Agency Announcement for Basic and Applied Scientific Research</a>. The objective of the YIP is to attract outstanding young university faculty members to pursue fundamental research in areas relevant to the Army, to support their research in these areas, and to encourage their teaching and research careers. This program is open to U.S. citizens, U.S. Nationals, and Permanent Resident Aliens holding tenure-track positions at U.S. universities and colleges, who have held their graduate degrees (Ph.D. or equivalent) for fewer than five years at the time of application. YIP awards are up to \$120,000 per year for three years.</p> <p><a href="http://www.arl.army.mil/www/default.cfm?page=8">http://www.arl.army.mil/www/default.cfm?page=8</a></p>

#### Department of Energy

Program	Deadline	Program Synopsis
<u><b>Early Career Research Program, Office of Science</b></u>	January for required pre-application, April for application	<p>This program supports the development of individual research programs of outstanding scientists early in their careers and stimulates research careers in the disciplines supported by the DOE Office of Science: Advanced Scientific Computing Research; Biological and Environmental Research; Basic Energy Sciences, Fusion Energy Sciences; High Energy Physics, and Nuclear Physics. No more than ten years can have passed between the year the Principal Investigator's Ph.D. was awarded and the year the application was issued. <a href="https://science.energy.gov/early-career/">https://science.energy.gov/early-career/</a></p>

Program	Deadline	Program Synopsis
<u><a href="#">New (Early Career) Investigator Program in Earth Science</a></u> (ROSES program element), <u><a href="#">NASA</a></u>	varies; applications are solicited every two years	The NIP in Earth Science is designed to support outstanding scientific research and career development of scientists and engineers at the early stage of their professional careers. The program aims to encourage innovative research initiatives and cultivate scientific leadership in Earth system science. A NIP proposal PI must be a U.S. citizen or have lawful status of permanent residency, and be a recent Ph.D. recipient, defined as having graduated on or after January 1 of the year that is no more than five years before the issuance date of the ROSES NRA.

### National Institutes of Health

Resource	Synopsis
<u><a href="#">Early Stage and Early Established Investigator Policies</a></u> , <u><a href="#">Next Generation Researchers Initiative</a></u> , <u><a href="#">NIH</a></u>	<p>The NIH <u><a href="#">Early Stage and Early Established Investigator Policies</a></u> page includes:</p> <ul style="list-style-type: none"> <li>• <u><a href="#">Policy Summary</a></u></li> <li>• <u><a href="#">Background</a></u></li> <li>• <u><a href="#">Determination of Investigator Status</a></u></li> <li>• <u><a href="#">Extension of ESI or EEI Status</a></u></li> <li>• <u><a href="#">Special Programs</a></u> <ul style="list-style-type: none"> <li>○ NIH Director's <u><a href="#">New Innovator Award</a></u>(DP2)</li> <li>○ NIH Director's <u><a href="#">Early Independence award</a></u> (DP5)</li> </ul> </li> </ul> <p><u><a href="https://grants.nih.gov/policy/early-investigators/index.htm">https://grants.nih.gov/policy/early-investigators/index.htm</a></u></p>
<u><a href="#">Research Training and Career Development</a></u>	<p>Resources for early career researchers include:</p> <ul style="list-style-type: none"> <li>• <u><a href="#">Early Research Career Development</a></u></li> <li>• <u><a href="#">Research Career Development Awards</a></u></li> </ul> <p><u><a href="https://researchtraining.nih.gov/career/early-career">https://researchtraining.nih.gov/career/early-career</a></u></p>

### National Science Foundation

Program	Deadline	Program Synopsis
<a href="#"><u>Faculty Early Career Development (CAREER) Program, NSF</u></a>	July	CAREER supports early-career faculty who have the potential to serve as academic role models in research and education and to lead advances in the mission of their department or organization. The minimum award is \$400,000 total for the five-year duration, except for the Directorate for Biological Sciences, the Directorate for Engineering, or the Office of Polar Programs, with a minimum total of \$500,000 for the five-year duration. <a href="https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214">https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214</a>

### Funding Search Engines

Database	Description	Website
Funding Institutional	Funding Institutional is an Elsevier product that enables the identification of funding opportunities across multiple disciplines and subject areas. Funding Institutional's database contains information on funding opportunities, current awards, and funders. Investigators and research support specialists can query funding opportunities by keyword or topic and filter by a variety of features including funder, amount, or application deadline. Specific searches can be saved and alerts can be set up to automatically notify users of new opportunities. Data on past and current awards are also available in the system, enabling users to learn which funders are funding what types of research, where current research is being performed, and to identify possible collaborators and mentors. If you already have a SciVal account, you can access Funding Institutional using your SciVal username and password. To create a new account, visit Funding Institutional and click "Register Now" on the home page. When you register an account, the email address you supply becomes your username.	<a href="#"><u>Funding Institutional</u></a>
NSF Funding Search Tool	If you are looking for funding opportunities with the NSF, the federal website <a href="https://www.grants.gov">grants.gov</a> is one avenue for conducting your research. However, it can be quicker - and easier - to begin your search by visiting the NSF's website.	<a href="#"><u>NSF Funding Opportunity Search</u></a>

Database	Description	Website
		<a href="#">NSF Award Search</a>
NIH Guide for Grants and Contracts	The NIH Guide for Grants and Contracts is the official publication for NIH medical and behavioral research grant policies, guidelines, and funding opportunities. This online search tool covers funding opportunities available through both NIH Parent Announcements and Request for Applications (RFAs).	<a href="#">NIH Grants Guide</a>
NIH RePORTER	To find out what an Institute or Center has funded through different mechanisms, explore the NIH Research Portfolio Online Reporting Tool (RePORT), a publicly accessible website that provides a central point of access for reports, data, and analyses of federally funded research from the NIH and several other federal agencies.	<a href="#">NIH RePORTER</a>
GRAPES (Graduate and Postdoctoral Extramural Support)	GRAPES is a free database compiled by the University of California at Los Angeles (UCLA) and is maintained by the UCLA's Fellowships and Financial Services Office. It contains information on more than 500 private and publicly funded awards, including graduate and postdoctoral funding opportunities such as fellowships, internships, research grants, prizes/awards, and travel funding. The GRAPES database catalogs extramural funding opportunities of interest to prospective and current graduate students, students working on a master's thesis or doctoral dissertation, and postdoctoral scholars.	<a href="#">GRAPES</a>
Grants.gov	Grants.gov is a federally managed database that provides a centralized location for grant seekers to find and apply for federal funding opportunities. The database includes information on more than 1,000 grant programs covering 26 federal agencies, including the National Institutes of Health (NIH) and the National Science Foundation (NSF).	<a href="#">Grants.gov</a>
Foundation Directory Online	The Foundation Directory Online is a service of the Foundation Center to find information on more than 120,000 foundations and corporate donors. The free version only supports searches	<a href="#">Foundation Directory Online</a>



## Database

## Description

## Website

	for funding sponsors by broad geographic area. A subscription is required to conduct more refined searches, including by type of support, geographic focus, and field of interest. The College of Medicine does not subscribe to Foundation Directory Online. Gaining access to the complete database requires an individual subscription.	
Fogarty International Center (FIC)	Established in 1968 by Executive Order, the Fogarty International Center (FIC) is an arm of the NIH dedicated to supporting global health research. With an annual budget exceeding \$60 million, the FIC supports international research and research training programs in more than 100 countries.	<a href="#">FIC</a>

## Tips and Tricks

### Searching for keywords

- Searches pages using Google logic (Most funding search engines follow the same google logic)

1. diabetes
2. liver disease
3. kidney disease
4. diabetes, liver disease, kidney disease
5. RFA-GM-04-001
6. Mentored Career Development Award

### More Search Tricks

**Site:** Only searches the pages of that site

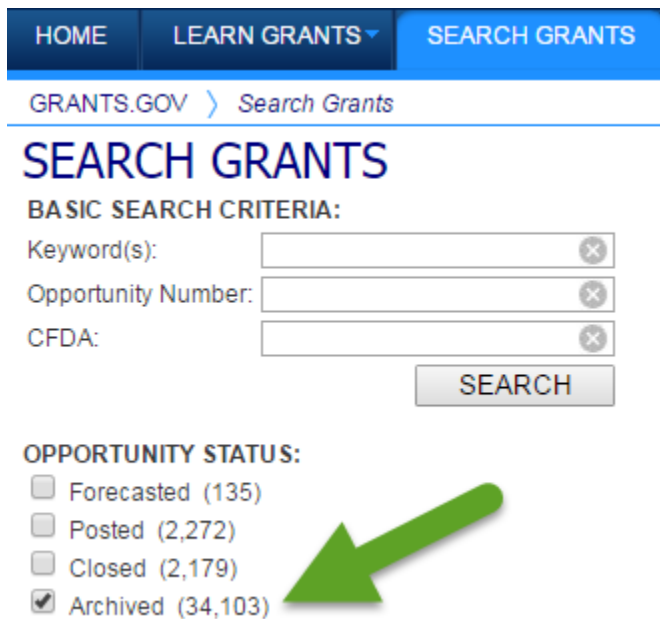
**“ ”** Searches for the exact phrase, not each of the words separately.

**-** Excludes this term from the search

**~** Will also search related words, such as ‘Higher Education’ and ‘University’

Here are 6 tips for searching for federal government grants on Grants.gov:

- 1) Export search results or saving your search criteria to receive notifications) that may improve your search methodology.
- 2) If the grant looks interesting to you at first glance, read the **eligibility** section closely. You don't want to spend time working on a grant application for which you are not actually eligible.
- 3) Search for **grant forecasts** to get a head start on applying for a grant. This is a recent addition to Grants.gov, so not all of the grant-making agencies use it yet. This tip may be particularly helpful for those of you looking for grants from HHS. In the meantime, you can also check out the individual agency websites to see if they publish grant forecasts (Note: Not all federal agencies publish grant forecasts).
- 4) Check "Archived" under the Opportunity Status heading to prepare for potential annual grants. By looking at when the archived funding opportunities were posted and closed, you can gain insight on the general time of year that a federal agency posts a grant you may be interested in.



The screenshot shows the Grants.gov search page. At the top are navigation tabs: HOME, LEARN GRANTS (with a dropdown arrow), and SEARCH GRANTS. Below the tabs is a breadcrumb trail: GRANTS.GOV > Search Grants. The main heading is SEARCH GRANTS. Underneath is the BASIC SEARCH CRITERIA section, which includes three input fields: Keyword(s), Opportunity Number, and CFDA, each with a clear (X) button. A SEARCH button is located below these fields. Below the search criteria is the OPPORTUNITY STATUS section, which lists four options with checkboxes: Forecasted (135), Posted (2,272), Closed (2,179), and Archived (34,103). A large green arrow points to the 'Archived' option, which is currently selected.

HOME LEARN GRANTS SEARCH GRANTS

GRANTS.GOV > Search Grants

## SEARCH GRANTS

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

**OPPORTUNITY STATUS:**

☐ Forecasted (135)

☐ Posted (2,272)

☐ Closed (2,179)

☒ Archived (34,103)

- 5) Look at [USASpending.gov](https://www.usaspending.gov) to find out who received a grant award in previous years. This process will take some digging. You may need to use the grant program title, CFDA number, agency name, and other information. In the process, you may gain some insight into what the federal agency is looking for as you prepare a grant application.
- 6) Create a saved search to receive notifications. Manually searching is always a good idea, but sometimes you just don't have time.



## Office of Engineering Research Administration (OERA) Pre-Award Timeline



**3 Weeks +**  
*Notify OERA*

- **PRS:** Please submit the online request through Proposal Request System: <https://apps.engr.psu.edu/PropTrack/Default.aspx>
- **SIRO:** For large interdisciplinary, multi college/institution proposals, the Strategic Interdisciplinary Research Office may be able to offer additional services, but 6 weeks' notice required: <https://www.research.psu.edu/siro>

**2 Weeks**  
*Proposal Development*

- Assigned coordinator reviews solicitation, creates proposal checklist, works with PI to develop the budget, and coordinates and collects needed documents from sub-recipients, if any.

**1 Week**  
*Finalize Budget*

- Final budget & budget justification
- PI sends all proposal documents including a draft of the technical section.

**3 Days**  
*Final Proposal*

- PI sends all documents in final form

**Submission**

- OERA reviews the final proposal package for completeness and compliance with sponsor guidelines, obtains institutional and PI approvals for submission of the proposal, and submits the complete package to sponsor.

**•Reminders**

- ☐ Please keep in mind that coordinators handle on average 6-10 proposals at the same time on a regular basis.
- ☐ All deadlines are in business days and do not include holidays or weekends.
- ☐ Coordinators may adjust deadlines as needed during peak proposal submission windows.

## Requesting Proposal Assistance

The goal of the Office of Engineering Research Administration (OERA) is to ensure that proposals are compliant and submitted on time. We want your proposal to be successful. While there were advantages to our previous system of assigning coordinators to specific departments, more stringent and time-consuming compliance issues on both the pre- and post-award sides of research administration have made it increasingly difficult to manage workloads associated with departmental assignments. Our updated procedure for requesting assistance with proposals is described below.

### How to Request Proposal Assistance

Link to the **Proposal Request System**: <https://apps.engr.psu.edu/PropTrack/>

Connecting to the online Proposal Request System requires VPN connection to the College of Engineering network from Penn State or any other wireless networks. If you do not have VPN software installed, please go to [www.ncts.psu.edu/vpn](http://www.ncts.psu.edu/vpn) for further instructions. If you are using a computer that's wired into the COE network, VPN is not required.

You will need your Penn State Access ID and password, along with 2FA (two-factor) authentication.

If you have further questions about preparing your proposal or have any problems with the new system, please contact us at [OERAproposals@engr.psu.edu](mailto:OERAproposals@engr.psu.edu).

### Important Announcement (please read)

Beginning March 15, 2018, OERA will no longer accept the PDF Proposal Information Form (PIF) as an official request for proposal assistance. You must use the web system before we can set up a proposal in our internal system.

### OERA Deadlines

Please notify our office as soon as possible regarding your plans to submit a proposal. You should **allow 10 business days** to process a proposal. **Add an additional five (5) business days** if your proposal contains subcontracts, cost-share or ARL (Applied Research Laboratory).

This will provide adequate time to obtain all required approvals and documents from the respective parties included in the proposal.

We need to have your budget in final form **five (5) business days** (Monday-Friday, excluding weekends and holidays) prior to the deadline.

All other remaining files need to be received in final form **three (3) business days** prior to the deadline.

## Requesting Proposal Assistance

These deadlines also pertain to renewals, white papers, concept papers, and pre-proposals that require University signature.

During times of heavy proposals when we may have 35-40 proposals due on the same day, each coordinator may find it necessary to adjust these deadlines in order to handle their assignments and meet deadlines. This will be clearly communicated to you as you begin to work with your coordinator.

The above timeline is for your reference. During major and heavy deadline periods, additional processing time will be required. These internal deadlines will be clearly communicated to you by the assigned coordinator.

In the cases where proposals are due outside normal business hours (8:00 a.m. to 5:00 p.m.), 5:00 p.m. EST of the day of the deadline should be considered the official submission deadline. If a PI is unable to meet the processing timeline, every effort will be made by Pre-Award to submit a PI's proposal to the sponsor by the stated deadline. However, Pre-Award may not be able to perform all services listed under our Service-Level Agreement in the shortened timeframe. Proposals processed within the expected timeline will take precedence over those that are outside the expected timeline and will be handled on a first-come first-served basis.

### **OERA Coordinator Assignment**

Your proposal will be assigned to a coordinator, based on sponsor, complexity, deadline, and staff workloads. You will be notified of which coordinator will assist with your proposal, and you will work with that coordinator one-on-one. When a coordinator is assigned to your proposal, he or she will read through the solicitation, build a draft budget, and begin to communicate

with you concerning required files and specific deadlines for receiving your files. Depending upon the requirements of your proposal, your Proposal Coordinator may request additional information and forms, such as cost share, limited indirect costs, subcontracts, GRAs, travel, etc.

### **OERA Business Hours**

OERA is open 8:00 a.m. to 5:00 p.m., Monday through Friday. The office closes at 5:00 p.m., regardless of any proposal deadlines that are listed in the solicitation. Therefore, proposals must be received by OERA in time to submit by 5:00 p.m. on the day of the deadline, even when the sponsor deadline is in a different time zone or is later than 5:00 p.m.

Also, please remember that there are holidays when the University is officially closed and OERA is not available to work on or submit a proposal.

# **OERA Proposal Request**

## **User's MANUAL**

*(The exciting new web-based  
replacement to the PIF)*

**OERA**  
December 2017

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## **1.0 GETTING STARTED**


---

# GETTING STARTED

## 1.1 Logging On

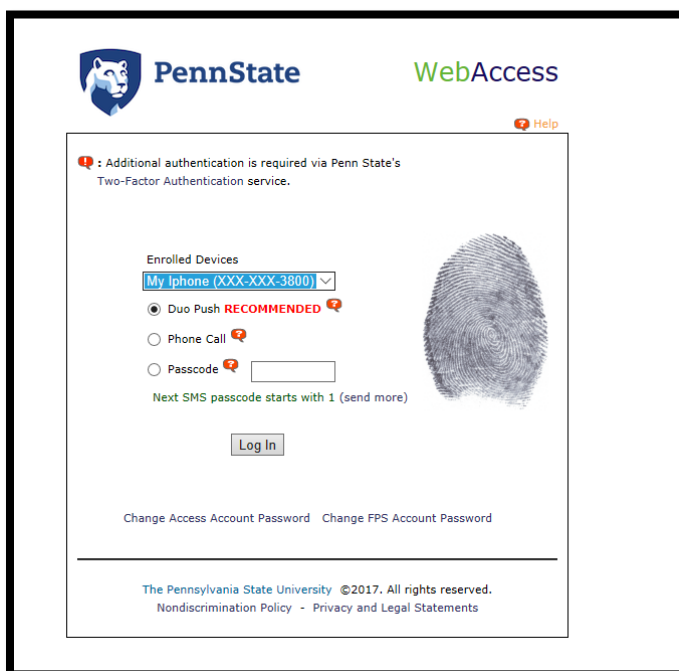
**Step 1:** Go to: <https://apps.engr.psu.edu/PropTrack/Create/Default.aspx>

A user ID and password is required to log onto the web interface, please login the same way you login to your Web Access account.



The screenshot shows the PennState Web Access login interface. At the top left is the PennState logo, and at the top right is the text "Web Access". Below the logo is a "Help" link with a question mark icon. The main content area has a heading "Please enter your Access Account ID or Friends of Penn State ID (e.g. xyz5000)." followed by two input fields: "User ID" with the value "xyz5000" and "Password". Below these fields is a "Log In" button. To the right of the input fields is a large fingerprint icon. Below the "Log In" button are two links: "Change Access Account Password" and "Change FPS Account Password". At the bottom of the form is a footer with the text "The Pennsylvania State University ©2017. All rights reserved. Nondiscrimination Policy - Privacy and Legal Statements".

Figure 1



The screenshot shows the PennState Web Access Two-Factor Authentication screen. At the top left is the PennState logo, and at the top right is the text "WebAccess". Below the logo is a "Help" link with a question mark icon. The main content area has a heading "Additional authentication is required via Penn State's Two-Factor Authentication service." followed by a section titled "Enrolled Devices" with a dropdown menu showing "My Iphone (XXX-XXX-3800)". Below this are three radio button options: "Duo Push RECOMMENDED" (selected), "Phone Call", and "Passcode". Below the "Passcode" option is a text input field. Below the input field is a link "Next SMS passcode starts with 1 (send more)". Below this is a "Log In" button. To the right of the input fields is a large fingerprint icon. Below the "Log In" button are two links: "Change Access Account Password" and "Change FPS Account Password". At the bottom of the form is a footer with the text "The Pennsylvania State University ©2017. All rights reserved. Nondiscrimination Policy - Privacy and Legal Statements".

Figure 2



---

## **2 USING THE SYSTEM**

## USING THE SYSTEM

### 2. Create Proposal

#### Section 1- General Information



PennState  
College of Engineering

## Proposal Request System

Home My Proposals Create Drafts Assign Archived Admin

Welcome bmr48! [ [Log Out](#) ]

Use this page to add and update proposal information before the proposal is reviewed and/or portions are locked.

### Create Proposal

\* Denotes a required field

#### Section 1 - General Information

<b>Project Title: *</b>	Investigating the flux capacitor and it's effects on the Space-time continuum
<b>Solicitation:</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Documents:</b>	Select documents to attach. <input type="button" value="Select"/> (Attachments will be uploaded when the proposal data is saved.) 0 Attached Document(s)
<b>Submit Type:</b>	<input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Renewal <input type="radio"/> Resubmission
<b>SIMS Budget #:</b>	<input type="text"/> (OSP # or SIMS Budget # or Award #)
<b>Sponsor: *</b>	<input type="text"/> Type Here to begin Sponsor Search <input type="button" value="-- NONE --"/>
	<input type="checkbox"/> Has a Prime Sponsor?
For the Principal Investigator (PI) information below, please provide info the for Penn State PI.	
<b>Principal Investigator: *</b>	<input type="text"/> Type Here to begin Personnel Search
<b>PI Email: *</b>	<input type="text"/>
<b>Period of Performance:</b>	
<b>Begin:</b>	<input type="text"/> 8/2/2018 <input type="button" value="Calendar"/>
<b>End:</b>	<input type="text"/> 8/2/2019 <input type="button" value="Calendar"/>
<b>Deadline:</b>	<input type="text"/> 8/16/2018 <input type="button" value="Calendar"/>
<b>Your Processing Timeline</b>	
1. Initial Notification/Initial Budget	Due to Pre-Award 8/2/2018
2. Final Budget/Budget Justification	8/9/2018
3. Final Documents - Ready for Submission to Sponsor	8/13/2018
The above timeline is for your reference. During major and heavy deadline periods, additional processing time will be required. These internal deadlines will be clearly communicated to you by the assigned coordinator. <a href="#">More Info...</a>	

**Step 1:** Type in your proposal title, if this is tentative, please add this in parenthesis at the end.  
Investigating the flux capacitor and it's effects on the Space-time Continuum **(Tentative)**

<b>Solicitation:</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes Solicitation Number: <input type="text" value="NSF- Time Travel PD 15-117"/> Guideline URL: <input type="text" value="nsf/proposal.gov/PD15-117"/>
<b>Documents:</b>	<b>Select documents to attach.</b> <input type="button" value="Select"/> <i>(Attachments will be uploaded when the proposal data is saved.)</i> 0 Attached Document(s)

**Step 2:** Enter the solicitation number and the URL. If this is an industry proposal, please attach any documents that may pertain to the proposal such as indirect rates or other fiscal/ administrative requirements. It is fine if you do not have this information.

<b>Submit Type:</b>	<input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Renewal <input type="radio"/> Resubmission
---------------------	--

**Step 3:** Select the submission type:

<b>SIMS Budget #:</b>	<input type="text"/> <i>(OSP # or SIMS Budget # or Award #)</i>
-----------------------	---

**Step 4:** If this is a continuation, renewal or resubmission please provide one of these numbers. If this is a new proposal that was previously canceled and there is an existing budget, please reference this number. If you created your own SIMs budget or if your department admin created your budget, please provide the SIMs budget #.

**OSP#:** This is the IAF- Internal Approval Form, example: 180634

**SIMS budget #:** This is a 5 digit unit budget ID, example: 47386

**Award #:** This is the sponsor reverence number.

<b>Sponsor: *</b>	<input type="text" value="National Science Foundation"/>	<input type="text" value="Federal"/>
<b>Principal Investigator: *</b>	<input type="text"/>	<input type="text"/>
<b>Period of Performance:</b>	<input type="text" value="12/13/2017"/>	<input type="text" value="1/11/2018"/>

Your Processing Timeline

Due to Pre-Award

**Step 5:** When you start typing the sponsors name a search list will generate, please select the appropriate sponsor from the drop down menu. Please also indicate what type of sponsor this is Federal, Foundation, Other, etc)

<b>Sponsor: *</b>	The Johns Hopkins University Applied Physics Laborator	Other <input type="button" value="v"/>
	<input checked="" type="checkbox"/> Has a Prime Sponsor?	
	National Science Foundation	

**Step 6:** If PSU is not the prime, please indicate the Prime Sponsor, this search box will appear when the “Has a prime sponsor” box has been checked.

<b>Principal Investigator: *</b>	Brown, Emmett
----------------------------------	---------------

**Step 7:** Type in the last + first name of the Principal Investigator (PI). Remember to select the appropriate name from the generated list.

<b>Period of Performance:</b>			
<b>Begin:</b>	12/13/2017 <input type="button" value="calendar"/>	<b>End:</b>	12/13/2018 <input type="button" value="calendar"/>
		<b>Deadline:</b>	1/11/2018 <input type="button" value="calendar"/>
<b>Your Processing Timeline</b>		<b>Due to Pre-Award</b>	
1. Initial Notification/Initial Budget		12/13/2017	
2. Final Budget/Budget Justification		1/4/2018	
3. Final Documents – Ready for Submission to Sponsor		1/8/2018	
<i>The above timeline is for your reference. During major and heavy deadline periods, additional processing time will be required. These internal deadlines will be clearly communicated to you by the assigned coordinator. <a href="#">More Info...</a></i>			

**Step 8:** Enter the period of performance and deadline.

<b>Submitting Unit: *</b>	<b>Admininstrating Unit:</b>
Mechanical and Nuclear Engineering (Engineering)	Mechanical and Nuclear Engineering (Engineering)
<i>You will have the opportunity to add more information to this proposal after the proposal is saved for the first time.</i>	

**Step 9:** Enter the submitting Unit and (Administering Unit if this is different from the Submitting Unit).

<b>Save &amp; Proceed to Section 2</b>
--

**Step 10:** Click save & proceed to section 2.



Hurray! You completed section 1, now please proceed to section 2.

## Section 2- Personnel

The proposal has been created and is ready to be edited. (12/13/2017 11:40:09 AM)

\* Denotes a required field

### Section 2 - Personnel

#### Category I Personnel

List involved personnel and their roles. Please indicate who will be the PI and any Co-PIs. If there are any research associates/assistants or technicians, indicate if they are considered key/senior personnel. List percentage of effort or weeks/months. Is this budgeted over the calendar year? Only in the summer? Only academic year?

0 category I personnel.

Name: \*

Brown, Emmett

Role:

Principal Investigator

Explain how this personnel will be budgeted:

Dr. Brown will have 10% summer effort in 1955, 1985, 2015.

Add Category I Personnel

**Step 1:** The PI's name will auto populate. Please explain how much effort you are requesting for the PI and if this is in summer months or academic months or over the calendar year. Once you are done entering the required information, click "Add Category 1 Personnel" to save your entry.

\* Denotes a required field

## Section 2 - Personnel

### Category I Personnel

List involved personnel and their roles. Please indicate who will be the PI and any Co-PIs. If there are any research associates/assistants or technicians, indicate if they are considered key/senior personnel. List percentage of effort or weeks/months. Is this budgeted over the calendar year? Only in the summer? Only academic year?

1 category I personnel.

**X** Brown, Emmett Principal Investigator Dr. Brown will have 10% summer effort in 1955, 1985, 2015.

Name: \*

McFly, Marty

Role:

Co-PI

Explain how this personnel will be budgeted:

5% academic effort in 1955, 1985, 2015 for Marty McFly.

Add Category I Personnel

**Step 2:** Add other key personnel manually and indicate their role and effort. Please explain how much effort you are requesting for the PI and if this is in summer months or academic months or over the calendar year. Once you are done entering the required information, click “Add Category 1 Personnel” to save your entry.

### Category II and III Graduate Assistants

List the Grade Level (Half-time, Qtr-time, or other), whether they are fully supported for the year or only certain semesters, and also whether summer wages should be budgeted for them. (Tuition will follow the academic year stipend amounts.)

0 graduate assistants.

Explain how this personnel will be budgeted:

TBN Graduate Student, Grade 16; Half-time; Spring and Fall only.

☒ Named Graduate Assistant?

Category II and III Personnel Name

Add Category II or III Personnel

**Step 3:** Add graduate students, if you have more than one graduate student, you may add them in the same explanation box. If you know the names, please check Named Graduate Assistant box and type in the names.

### Category III, IV and V (Wage Payroll and Post-Docs)

If wages, list the amount per hour, hours per week and weeks budgeted. If budgeting post-docs, indicate base salary and % of effort you would like used for calculations.

0 wage payroll/post-doc personnel.

- ☒ Wage Payroll  
☐ Post-Doctoral Scholar

#### Explain how this personnel will be budgeted:

\$12 per hour. We expect about 2 hours per week during the Sp and Fa semesters, and remainder during the summer at part time

Add Category III, IV or V Personnel

**Step 4:** Add wage payroll and/or Post-Docs, please provide rates.

**For Wage payroll:** Please provide the hourly rate, # of hours the individual will work per week and the number of weeks.

**For the Post-doc:** Please indicate the percent of effort. Please note if a yearly salary is not provided, the coordinator will use the approved minimum salary amount.

### External Collaborators and/or Consultants (Non-PSU)

☒ Yes ☐ No

0 collaborators/consultants.

Please indicate who will be listed on the budget and who will be unfunded collaborators providing a letter of support. Any funded consultants will need to provide a letter indication how the budgeted amount was calculated and their role on the project.

**Name:**

Dr. Zoidberg

☐ Funded?

**Explain:**

Unfunded collaborator, will provide letter of support.

Add Collaborator/Consultant

**Step 5:** If you have external collaborators or consultants, please check yes and provide details. (E.g. name of individual, affiliation, etc.)

If they will be funded, please check the funded box.

---

**Step 6:** Click on the continue button.

**Continue to Section 3**



## Section 3- Subcontracts

**Section 3 - Subcontracts (If Applicable)**

0 subcontracts.

List the organization, Subcontract PI and contact information. Authorized Organization Representative (AOR) contact and information. (This is your coordinator's counterpart at the involved institution authorized to submit proposal on behalf of the subcontract PI.) If none, move to section 4.

<b>Organization: *</b>	
<input type="text" value="Planet Express"/>	
<b>Principal Investigator</b>	<b>Authorized Organization Representative (AOR)</b>
Name: *	Name: <input type="text"/>
Email: <input type="text" value="Farnsworth@gmail.com"/>	Email: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Address: <input type="text" value="New &lt;del&gt;New&lt;/del&gt; York"/>	Address: <input type="text"/>

**Step 1:** If you have subcontracts, please fill out the required fields \*Organization and the PI at the organization. If possible, please provide the Authorized Organization Representative, this will help the coordinator get the ball rolling with contacting the subcontract AOR for required documents/ due dates.

**If you do not** anticipate having any subcontracts on your proposal please skip this question.  
(If you have collaborators or consultants please return to section 2 and complete the External Collaborators section.)

**Step 2:**

**Continue to Section 4**

---

## Section 4- Cost Share

\* Denotes a required field

---

### Section 4 - Cost Share

What type of Cost Share will there be? (Check all that apply.)

- ☐ **Mandatory Cost Share** - Required by the sponsor, specified by the agency in the program announcement or solicitation.
- ☐ **Voluntary Committed Cost Share** - Not expected by the sponsor but stated in the proposal and tracked and reported to the sponsor – as part of the total project costs.
- ☐ **Voluntary Uncommitted Cost Share** - Not expected by the sponsor, not mentioned in the proposal – not reported to the sponsor, tracked only internally by PSU.
- ☐ **Voluntary Uncommitted Effort** - A faculty member is not claiming effort on the prime award thus must show their effort as cost share.
- ☐ **Unknown** - The cost share type(s) are not known at the time of submitting.

[Return to Section 3](#)   [Continue to Section 5](#)

**Step 1:** If there is cost share, please select what type, if not, please proceed to section 5.

**Step 2:** Click on the continue button.

[Continue to Section 5](#)

## Section 5- Budget Line Items

### Section 5 - Budget Line Items

#### Other Expenses

1 other budget items.

X Fabricated Equipment Flux Capacitor, \$1.5 million, materials from Hawking Laboratory Inc. based on quotes.

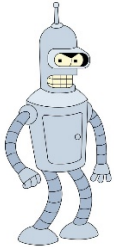
Fabricated Equipment

Explain how this line item will be budgeted:

Add Misc Budget Line Item

[Return to Section 4](#) [Continue to Section 6](#)

**Step 1:** Please add the other **individual** expenses such as *travel, purchased services, software or licenses, computers, equipment and other*. Please provide enough information that will help the coordinators create an accurate draft SIMs budget. Once you have typed in the information for that expense, click “Add Misc Budget Line Item” and your entry will be saved.



**Please don't forget to include your robots or other equipment that will need to be budgeted for!**

**Step 2:** Click on the continue button.

[Continue to Section 6](#)

---

## Section 6-Review and Submit

Carefully review your proposal information and make any necessary corrections.

### **OOPS did you make a mistake or is something missing?**

**Review Proposal**

Section 1 - General Information   Section 2 - Key Personnel   Section 3 - Subcontracts   Section 4 - Cost Share   Section 5 - Budget Line Items   **Section 6 - Review & Submit**

**Steps:** If something is not correct or if you need to make any changes, click on the section you need to edit. Once you correct this, re-select section 6 and click the submit button at the bottom of the page referenced in the above step.

Additional Information- Please indicate if this proposal is a direct result of a Multidisciplinary, Grace-Woodward, Multicampus, or ENGINE seed grant proposal or project?

**Additional Information**

Is this proposal a direct or indirect result of a Multidisciplinary, Grace-Woodward, Multicampus, or ENGINE seed grant proposal or project?

☐ No  
☐ Yes

**Final Comments**

Enter any extra comments:

**Save**

Once complete, go ahead and click the submit button!

---

**Submit Completed Proposal for Review**



**Good News! You have submitted your proposal request to OERA!  
What happens next?**

## **You will receive a confirmation email:**

Thank you. We have received your request. Please click on the following link To:

[Review the Process Timeline](#)

[Review your Submitted Request](#)

### **Your Processing Timeline**

**1. Initial Notification/Initial Budget**

**2. Final Budget/Budget Justification**

**3. Final Documents – Ready for Submission to Sponsor**

### **Due to Pre-Award**

11/22/2017 **Past Due**

12/7/2017 **Past Due**

12/11/2017 **Past Due**

The above timeline is for your reference. During major and heavy deadline periods, additional processing time will be required. These internal deadlines will be clearly communicated to you by the assigned coordinator. [More Info...](#)

Thanks,  
OERA Team

Office of Engineering Research Administration  
[OERAProposals@engr.psu.edu](mailto:OERAProposals@engr.psu.edu); 814-865-6185

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Please let our team know if you do not receive a confirmation email and contact us at [OERAProposals@engr.psu.edu](mailto:OERAProposals@engr.psu.edu).

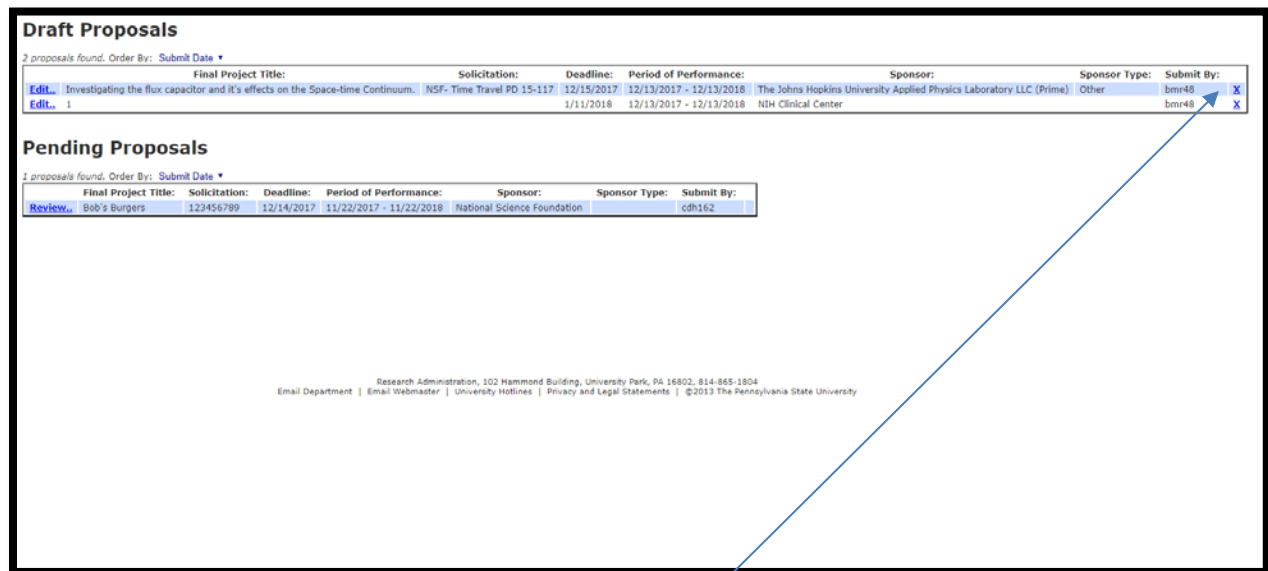
The proposal will be assigned to a coordinator as soon as possible and they will email you a checklist and draft budget for your upcoming proposal.

To review your submitted proposal or proposals in progress please refer to section 3 on the next page.

---

### **3 Navigating your Proposal Requests**

### 3. Navigating your Proposal Requests



Draft Proposals							
2 proposals found. Order By: <a href="#">Submit Date</a>							
	Final Project Title:	Solicitation:	Deadline:	Period of Performance:	Sponsor:	Sponsor Type:	Submit By:
<a href="#">Edit..</a>	Investigating the flux capacitor and it's effects on the Space-time Continuum.	NSF- Time Travel PD 15-117	12/15/2017	12/13/2017 - 12/13/2018	The Johns Hopkins University Applied Physics Laboratory LLC (Prime)	Other	bmr48
<a href="#">Edit..</a>	1		1/11/2018	12/13/2017 - 12/13/2018	NIH Clinical Center		bmr48
							X

Pending Proposals							
1 proposals found. Order By: <a href="#">Submit Date</a>							
	Final Project Title:	Solicitation:	Deadline:	Period of Performance:	Sponsor:	Sponsor Type:	Submit By:
<a href="#">Review</a>	Bob's Burgers	123456789	12/14/2017	11/22/2017 - 11/22/2018	National Science Foundation		cdh162

Research Administration, 102 Hammond Building, University Park, PA 16802, 814-865-1804  
Email Department | Email Webmaster | University Hotlines | Privacy and Legal Statements | ©2013 The Pennsylvania State University

When you click “My Proposals” you will see the following:

**Draft Proposals-** These are the proposals that have not been submitted to OERA yet. You may edit these at any time and delete them by clicking the X button on the far right.

**Pending Proposals-** Pending proposals are the proposals that you have submitted to OERA. You cannot delete these and you will need to submit a request to OERA to delete these or to make any changes.



## Sims Budget- Faculty Quick Guide

### Commonly Used Object Codes

#### Category 1:

- 104- Faculty
- 114-Fixed term researcher or tech (not including post doc)

#### Category II:

- 164- Graduate Student (Academic Year)

#### Category III:

- 8004- Graduate Student (Summer)

#### Category IV: (Not used)

#### Category V:

- 125- Post Doc

#### Modified Total Direct Costs (MTDC):

- 303-Materials and Supplies
- 337-Domestic Travel
- 338-Foreign Travel
- 343-Publication Costs
- 392- Consulting Fees
- 408- Subcontract (Sims automatically calculates IDC on first \$25k)
- 411- Purchased Services
- 452-Software

#### Total Direct Costs (TDC):

- 403-Tuition Remission (Sims automatically calculates this)
- 710- Capital Equipment >\$5K

**Be careful to select the correct Category since there are different rates.**

Cat I Salaries: **38.97%**

Cat II Salaries: **14.74%**

Cat III Salaries: **7.81%**

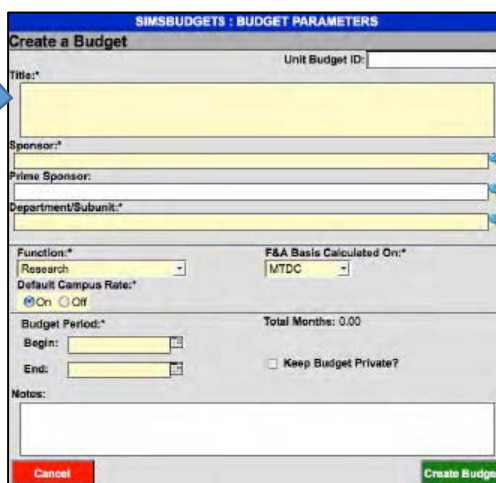
Cat V Salaries: **25.34%**

### Step 1: Create your budget

Go to <https://securebud.sims.psu.edu> and login with your PSU ID. Once logged in, click New Budget.



### Step 2: Identify your budget parameters



### Step 3: Add Line Items



\*Click on the correct category and choose the object code. Once selected, enter in costs for each period and click save. Repeat process until budget is complete.

## Sims Budget- Faculty Advanced Quick Guide

### Budgeting Graduate Assistants:

#### How to choose Academic GA level:

Qty	Grade
1.00	Grade 16 ▼

Under the Line item notes, select from drop down list.

#### How to choose Summer GA level:

Cost Share  
Total

0

Cost Share F&A

Cat II Calculation

Click Cat II calculation on the upper right corner.

Qty	Grade	Total Stipend
1.00	Grade 13 ▼	21552

Select from drop down

Copy Values

Click copy values and then save your entry.

### What costs do not incur F&A? (TDC- Total Direct Costs)

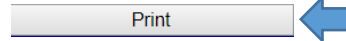
- **395-Fellowships NonWithholding**
- **403-Tuition and Fees**
- **416-Subcontracts** (Sims automatically calculates IDC on first \$25k)
- **711-Equipment (Over \$5k)**



### *How do I print the budget?*



Click the print view button and then print button on the upper right hand corner.



### *How do I export to excel?*



Click the Export to excel button and it will automatically download in .xls format.

### *What if I need to budget a post comprehensive student?*

Period 1 (08/01/2018 - 07/31/2019) ☒ Fall, Spring Effort: Half

Tuition Type: Full Time

Period 1 (08/01/2018 - 07/31/2019) ☒ Fall, Spring Effort: Half

Tuition Type: 601-611

In the desired period, click the drop down menu under tuition type and select 601-611.

### *How to I submit my budget to a coordinator?*



Select the transfer budget button.

**Troubleshooting:** If the coordinator cannot access budget, it is because by default they are private. You will need to "Transfer" the budget which will give coordinator the ability to edit. You can find information on how a basic user can transfer a budget here:

<https://wiki.vpr.psu.edu/display/ORISSIMSS/Transferring+a+Budget>

## COMMONLY REQUESTED FACTS

Additional information is available at OSP's Web Site:  
<http://www.research.psu.edu/osp>

**When applications request...**      **Penn State suggests...**

**Submitting Organization:** The Pennsylvania State University

**Address for all Official Correspondence:** Office of Sponsored Programs  
110 Technology Center Building  
University Park, PA 16802-7000  
Phone: (814) 865-1372  
FAX: (814) 863-3413

**Email:** osp@psu.edu

**Type of Organization** State Related Institution of Higher Education

**Congressional District** 5<sup>th</sup>  
**Senate District** 34<sup>th</sup>  
**Representative District** 77<sup>th</sup>

**Authorized University Official for all Proposals and Certifications**  
John W. Hanold, Associate VP for Research and Director, OSP

### Authorized University Officials to Sign Listed Agreements

**John W. Hanold, Director, Office of Sponsored Programs:**

- ❖ Modifications
- ❖ University Standard Agmt. Formats
- ❖ Master Tuition Payment Awards
- ❖ Federal Bi-Lateral Agmts. < \$1,000,000/yr.
- ❖ State Standard Agmts. ≤ \$1,000,000/yr.
- ❖ Foundation/Non-Profit Agmts. ≤ \$1,000,000/yr.
- ❖ Non-Financial Agmts
- ❖ Standard Affiliation Agmts: **Campus Chancellor/College Dean**
- ❖ Standard Tuition Agrmts: **Campus Chancellor/FO/Dir. of Finance**
- ❖ All Agreements: **Susan J. Wiedemer Assistant Treasurer**

**Financial Contact:** Richard Killian, Director  
Research Accounting  
The Pennsylvania State University  
227 W. Beaver Ave., Ste. 401  
State College, PA 16801-4819  
Phone: (814) 865-7525  
FAX: (814) 865-3910  
E-Mail: Res-Acct@psu.edu

**Payment To:** The Pennsylvania State University

**Commonwealth Vendor SAP ID No.:** 141597-216  
(NOTE: Payments addressed to Research Accounting, University Park location. Each campus has a different code for tuition payments.)

**Principal Investigator:** Faculty Name (or investigator to serve as project correspondent if there are co-investigators)

**Campus Address** Faculty/Campus Address

### Federal Identification Numbers:

**Employer ID Number (Fed. Tax ID)** 24-6000376  
**DUNS Number** 00-340-3953  
**Contractor Establishment Code** 003403953  
**CAGE Code** 7A720  
**FICE** 006965  
**NAICS** 611310  
**SIC** 8221  
**J-1 VISA Designation (INS Code)** P10329  
**CSREES DHHS PMS PIN** 7J09  
**ONR Facility Code** N62880

### Sponsor Specific ID Number/Code:

(Note: Each campus location has a different code.)

**NIH:** 1246000376A1

**NSF:** 0033290000

### PA Department of Education:

4-10-14-720-1 (Administrative Unit Number)

### Tax Exempt Status Letter:

[https://www.research.psu.edu/PSU\\_TaxExemptStatusLetter](https://www.research.psu.edu/PSU_TaxExemptStatusLetter)

**NIH Human Subjects Assurance** FWA00001534

Signed: 12/03/07, Expires: 11/04/2020

**NIH Animal Welfare Assurance** A3141-01 (exp. 09/30/2018)

**Navy Addendum** N-A0105

**Cognizant Agency/Contract Administration Office** Office of Naval Research  
Chicago Regional Office  
230 South Dearborn Street  
Room 380  
Chicago, IL 60604-1595  
(312) 886-2094

for proposals:  
ONR, Chicago Office, 312-886-5423, [onr\\_chicago@onr.navy.mil](mailto:onr_chicago@onr.navy.mil)  
Region: Mid Atlantic

**Execution date of** July 23, 2018

**Negotiation Agreement - Indirect Cost Rate (F&A)**

**CASB-DS-2 original filing date:** November 4, 1996  
**Last revision date:** July 1, 2015

**Local Audit Office** Defense Contract Audit Agency  
341 Science Park Road,  
Suite 209  
State College, PA 16803  
(814) 865-2331

**Travel Rate:** Standard mileage allowance, go to:  
<http://abs.psu.edu/TravelRates>

Office of Sponsored Programs

**F&A Rates (7/1/18 - 6/30/19)**  
**Fringe Benefits Rates (7/1/18–6/30/19) and Tuition Rates (18/19)**

The following represent the current applicable F&A and fringe benefits rates as negotiated with our cognizant federal agency, the Office of Naval Research (ONR). The execution date of the F&A rate agreement is July 23, 2018. New tuition rates are approved by the Board of Trustees each July.

<b>FACILITIES &amp; ADMINISTRATIVE (F&amp;A)</b>		<b>~~~~On Campus~~~</b> 7/1/18 - 6/30/19	<b>~~~~Off Campus~~~</b> 7/1/18 - 6/30/19
	<u>Rate Type</u>		
RESEARCH	Provisional	59.86%	26.00%
INSTRUCTION/CONTINUING ED.	Provisional	41.84%	18.90%
HERSHEY COLLEGE OF MEDICINE	Provisional	53.30%	TBD
ARL RESEARCH	Provisional	7.98%	5.09%
ARL AUTHORIZED ABSENCES		Please contact ARL for information regarding these rates.	
ARL INTERNAL OVERHEAD			
ARL CHARGE GOV PROPERTY			

**INDUSTRY PROPOSALS** (with no federal flow-through) — Additional 5% F&A

<b>FRINGE BENEFITS</b>	<u>Rate Type</u>	<u>7/1/18–6/30/19</u>
CATEGORY I (Salaries) <sup>1</sup>	Provisional <sup>2</sup>	38.97%
CATEGORY II (Graduate Asst.)	Provisional <sup>2</sup>	14.74%
CATEGORY III (Wages)	Provisional <sup>2</sup>	7.81%
CATEGORY IV (Students)	Provisional <sup>2</sup>	0.18%
CATEGORY V (Postdocs)	Provisional <sup>2</sup>	25.34%

**FY 18 INFLATION FACTOR**

4.0% for tuition; 2.5% for all other costs

**TUITION (approved by the Board of Trustees)**

Full time (Fall 2018 and Spring 2019)	\$9,170
PhD Dissertation Fee 601 & 611	\$2,115
601 or 611 & Courses for Audit (up to 3 credits)	\$2,115
601 or 611 & Courses for Credit (up to 3 credits)	\$2,990
Summer 2019 (est)	\$4,585

<sup>1</sup>This rate for Category I (salaries) is for restricted accounts only. The rate for general funds is 38.07%.

<sup>2</sup>Fringe rates were Fixed for FY18 and Provisional for FY19 at the same amount.



## Office of Engineering Research Administration Post-Award Administration

The Research Administration – Post-Award office in the College of Engineering is responsible for:

- Establishment of new award accounts (AURA) and budget funds into the account (BARA).
- Works with the PI, funding agency staff, department staff, and OSP to manage the award fiscally and administratively through the project period including but not limited to:
  - No-cost extensions
  - Budget Revisions
  - Grant Transfers
  - Changes in Key Personnel
  - Projections and Forecasting
  - Reconciling Expenditures
  - Cost Transfers
  - Cost Accounting Exceptions (CAJs)
  - Changes in Effort
  - Changes in Scope of Work
- Subcontract Administration:
  - Initiate subcontract request
  - Set-up sub information in IBIS and database
  - Receipt, review and payment of sub invoices
  - Sub closeout
- Assist in the preparation and filing of specialized financial reports, backup documentation and submission of invoices (in conjunction with Research Accounting) according to award requirements.
- Assist in the submission of Progress Reports and Renewals (non-competing renewals).
- Monitor changes in agency and federal regulations and University policies on grant administration and advise PIs on the changes.
- Reconciliation of account for final close-out and submission of final financial report and other final documents such as equipment disposition, invention reports, etc., to the sponsor (in conjunction with appropriate office at PSU)
- Document proposed cost share and update information if proposal is funded or declined. Documentation of cost share during life of the grant is handled by the Finance Office.

**Post-Award Coordinators:**

See OERA Assignment Document

**Asst. Director, Post-Award:**

Kaye Fetzer

T: 863-1292

Email: [kxz2@psu.edu](mailto:kxz2@psu.edu)



## Office of Engineering Research Administration (OERA) Post-Award Process



**Office of Engineering Research Administration**  
**Pre-Award Contacts**

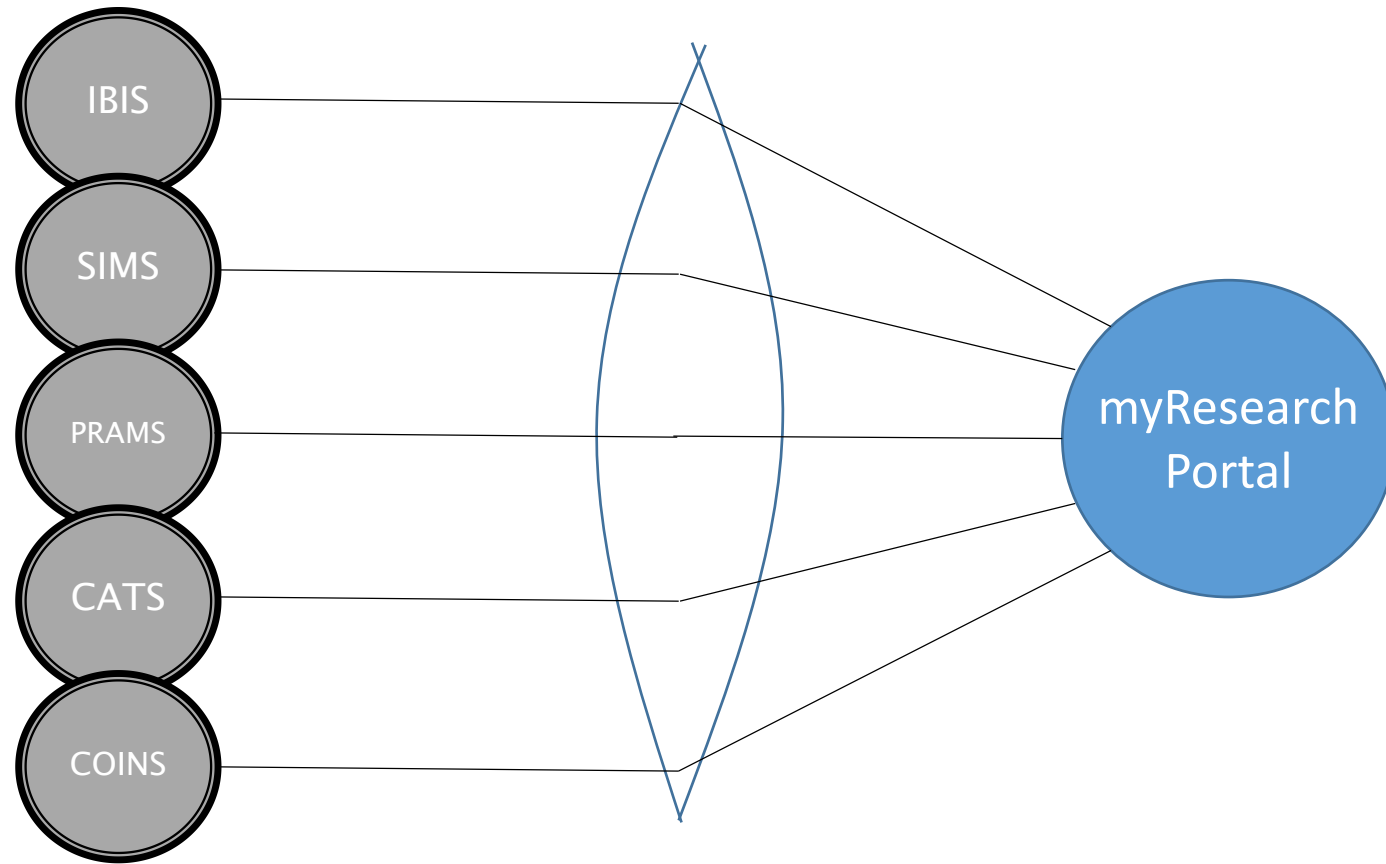
Dept	Department	Department		Phone	Post-Award		Sub-Award	
Number		Contact	Email	Number	Contact	Email	Coordinator	Email
415-14	Aerospace	Sheila Corl	sxi1@psu.edu	814-865-6997	Scott Spicer	ses259@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-17	Architectural	Holly Seidel	hjd2@psu.edu	814-865-6396	Scott Spicer	ses259@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-18	BioEngineering	Lisa Daub	lqr1@psu.edu	814-863-7050	Scott Spicer	ses259@psu.edu	Debbie Boyle	dub6@psu.edu
415-19	Chemical	Laurinda Benner	ljt6@psu.edu	814-863-4676	Lisa Korman	lgk117@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-21	Civil and Env	Amy Long	alh9@psu.edu	814-863-3089	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-22	Civil and Env - PHRC	Amy Long	alh9@psu.edu	814-863-3089	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-28	Comp Sci & En	Amy Hasan	alh31@psu.edu	814-865-9189	Jaimie Garrison	juc9@psu.edu	Debbie Boyle	dub6@psu.edu
415-31	Electrical	Pam Stauffer/ Erin Rogers	pjw3@psu.edu/ esm21@psu.edu	814-863-4255/ 814-867-4745	Scott Spicer	ses259@psu.edu	Debbie Boyle	dub6@psu.edu
415-33	Acoustics	Sheila Corl	sxi1@psu.edu	814-865-6997	Lisa Korman	lgk117@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-35	FAA - Federal Aviation Administration	Vic Sparrow	vws1@psu.edu	814-865-3162	Kaye Fetzer	Rxz2@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-37	En Sci & Mech	Carrie Friday/	clc2@psu.edu	814-865-4971	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-44	Industrial	Olga Covasa	oxc10@psu.edu	814-863-6406	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-49	Nuclear Reactor (Radiation Sci & Eng Ctr)	Wendy Belinc	wrd3@psu.edu	814-865-6351	Lisa Korman	lgk117@psu.edu	Debbie Boyle	dub6@psu.edu
415-51	Mechanical	Natalie Moore	mln196@psu.edu	814-863-5702	Lisa Korman	lgk117@psu.edu	Debbie Boyle	dub6@psu.edu
415-55	SEDTPP	Jaime Ross	jli1@psu.edu	814-865-7589	Lisa Korman	lgk117@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-56	Nuclear	Natalie Moore*	mln196@psu.edu	814-865-5702	Lisa Korman	lgk117@psu.edu	Debbie Boyle	dub6@psu.edu
415-60	En Sci & Mech - CISP	Bonnie Hebden	blh35@psu.edu	814-863-4587	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-61	En Sci & Mech - CNEU	Sue Barger	dsb24@psu.edu	814-865-9635	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-62	Facilities Engineering Inst -- FEI	JoAnn Gillette	jug15@psu.edu	814-865-7615	Scott Spicer	ses259@psu.edu	Betsy Grgurich	ebb14@psu.edu
415-64	En Sci & Mech - NEURAL	Danielle Snyder	dlh65@psu.edu	814-865-2481	Jaimie Garrison	juc9@psu.edu	Betsy Grgurich	ebb14@psu.edu
70-78	PTI (LTI)	Frank Butts	fcb1@psu.edu	814-863-5912				
415-01	Dean's Office - ENRSCH							
415-02	Dean's Office - ENRESDV							
415-04	Dean's Office - UGSTUD							

\*The contact for Nuclear will be changing in the near future.

# myResearch Portal



# Integrated View of Research Portfolio



# Access

- All PSU employees have access – requires DUO authentication
- Only investigators will see their data
- Delegates
  - Investigators control delegate access (who, what sections)
  - Delegates see list of investigators
  - Cannot drill down unless have access to source system
  - Delegation defaults to 1 year, but can be set by PI to any end date

# Financial Accounts

- Real-time data directly from IBIS
- Restricted accounts
  - Listed if financial access flag is Y on AURA
- General, gift, endowment
  - Enter account number (XXX-XX-XXX UPXXXXXX)
  - Must have DSTR in IBIS profile to see box (default for all faculty)
  - Accounts are remembered
  - Must have Extended Financial Access to account or cost center(s)
- Delegates
  - Can drill down or enter account
  - Must have mnemonic or EFA access to account

# Financial Details

- Estimated Available Balance
  - Subtracts fringe and F&A on encumbrances (like FIT)
  - Estimated fringe and estimated F&A “transactions” created
- Category view
  - Details summed by common categories (see help for mapping)
  - Green categories include estimated fringe and overhead
  - Click category to see details
- Details
  - Mouse-over encumbrance to see estimated fringe and F&A
  - Click column header to sort
  - Filter by object code, date, actual/encumbrance, etc.
  - Export to Excel (emailed)

# Proposals and Awards

- Real-time from SIMS
- Delegates must have SIMS access to view details
- IAF's awaiting approval
- Proposals
  - Listed if any role (not just PI)
  - Drill down
  - Only PI can view documents
  - Not-funded proposals available
- Pending Negotiations
  - Award received, not fully processed by OSP
  - Drill down to see details and negotiator's notes
  - PI only

# Proposal and Awards (cont.)

- Awards
  - Listed if investigator on award
  - Related awards combined
  - Drill down to see details
  - Only PI can view documents
  - Completed awards available
- Subawards/subcontracts
  - Issued by PSU (not received)
  - Drill down to see details
  - PI only
- Non-Financial Agreements
  - NDA's, teaming agreements, etc.
  - Drill down to see details
  - PI only

# Current and Pending

- Combines pending proposals and active awards
- Related awards totaled
- Two formats available
- No effort data (yet)
- Microsoft Word document is emailed

# Protocols/Studies/Authorizations

- Research with: humans, animals, radioactive/biohazardous materials
- Real-time from CATS and PRAMS
- Listed if on the study
- Click to see details (e.g. training status)
- Delegate must be listed on study to see details
- Closed protocols available



# Conflict of Interest Disclosures

- Real-time from COINS
- Click disclosure to view in COINS
- Never visible to delegates

# Recent Features

- Abstract search of publicly accessible awards
- Removed 1 year max on delegate assignment