PreAward Services 101 – with perspectives from Sponsored Programs Accounting, EGRP and an Engineering department

What do we do? Why is there a PreAward Services? Get past the first line of review at the sponsor. Provide value added services to faculty and departments. Paul is authorized to sign for the University. Negotiate awards and contractual documents to ensure they are in compliance with university, state and KBOR regulations.

What starts the process? Contacted by a PI, review the sponsor guidelines, how do they align with KSU policies? We check for budget limitations (IDC, cost sharing, other restrictions or requirements), restriction on number of submissions from the university or PI, submission information (need registration in a new electronic system), etc.

When/why do we route a transmittal form? Basic requirements for proposal transmittal forms, authorized signatories, what is important to check before signing for your department on a transmittal form, eProposals process, etc.

How do we communicate with PI's? E-mail, phone, in person visits are all used a lot!

What is the process at PreAwards when a transmittal form is completely signed? Do proposals go directly to the research administrator at PreAwards?

Where can you get more information or updates on new policies affecting sponsored projects at KSU? Check out the research web site – http://www.k-state.edu/vpr/

What is unique to the College of Engineering? Engg has their own tuition policy, but other colleges are also implementing similar policies on tuition for GRAs.

How are proposals submitted? Various electronic systems, proposals are submitted via e-mail or paper copies, submitted and signed by the university, Paul is authorized signatory, applicant is KSU, white papers/preproposals should be routed through PreAwards, etc.

What happens next? Revisions, awards, request for additional information, notification of non-selection, are all options.

When should you do an overdraft for a new award or award that is being extended without additional funds? How much should you ask for? Any requirements for the College of Engg?

How are awards processed? Why do we need to do an award transmittal form?

What if the awarded budget needs to be revised or more time is needed to complete the project? How do we know if we need the sponsor approval on revisions?

Questions or suggestions?