PreAward Services

- **PreAward Services or “PAS”:**
  - Provides a full range of assistance to faculty, staff and administrators in obtaining and administering funding from non-university sources to support K-State’s creative and scholarly activities
  - [www.k-state.edu/orsp/preaward/](http://www.k-state.edu/orsp/preaward/)
Agenda

- Research Proposals/Awards Updates
- Sponsored Project Policy Updates
- PreAward Services Faculty Resources
- Misc. Important Information
- Upcoming Events
- Contact Information
Proposal Submissions Increasing
- K-State processed 150 more proposals last year than the year before
- College of Engineering proposal number increased by 25
- FY16 is on track for another increase in proposal submissions

Sponsored Project Activities
- PreAward Services processes more than 5,000 documents each year

Research Expenditures
- Overall increase of about $2M for the university
Current Policies:
- Lead Time Policy
- F&A Cost Policy
- Cost Share Commitments

Latest Policies Available:
- www.k-state.edu/research/faculty/policies/index.html
Lead Time Policy

- Implemented to ensure all faculty have a chance to receive value-added services from PreAward Services
- 10 day minimum lead time for budget, budget justification, current & pending, biosketches, conflict of interest forms, and draft project summary
  - PreAward Services feedback within 3 business days of receipt
- 24 hour lead time for final technical-based documents
  - Please note: Electronic submission portals are under stress close to the deadline
- At-Risk Proposals are proposals submitted to PreAward Services without the recommended lead time; not given priority over those submitted with adequate lead time
- Always contact PreAward Services if there are questions about submitting directly to the sponsor
F&A Cost Policy

A University’s Cost of Doing Business Includes:

Direct Costs

Facilities and Administrative Costs
F&A Cost Policy

- **Direct Costs:**
  - Costs that can be attributed directly and accurately to a particular sponsored project (e.g., salaries, benefits, equipment, supplies, lab fees, travel, etc.)

- **Facilities and Administrative Costs (F&A):**
  - Also known as indirect costs or overhead
  - Pooled expenses that cannot be directly attributed to a particular project (e.g., labs, classrooms, offices, libraries, office supplies, departmental administrative staff, utilities, maintenance, and research administration staff and offices, central services, such as email, computing, etc.)
F&A Cost Policy

- Approved F&A cost rate will be applied consistently to ensure that the government is provided the most favorable costs with respect to other sponsors.

- F&A rate is applied to all sponsored projects unless F&A cost recovery is restricted by sponsor guidelines, public policy, or law.
F&A Cost Policy

- Federally Negotiated F&A Rates are on the PreAward Services Website:
  - [www.k-state.edu/orsp/preaward/indirect.html](http://www.k-state.edu/orsp/preaward/indirect.html)
  - Source of funds and type of activity determine the applicable federally negotiated rate

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<th>Research</th>
<th>Instruction</th>
<th>Public Service/Extension</th>
<th>Branch Station</th>
<th>Ag (funded by USDA)</th>
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<tr>
<td>On-Campus</td>
<td>50% MTDC</td>
<td>50% MTDC</td>
<td>35% MTDC</td>
<td>36% MTDC</td>
<td>43% MTDC</td>
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<td>Off-Campus</td>
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Cost Share Commitments Policy

- Cost share commitments on behalf of the university will not be allowed unless required by published policies of the sponsor.

- Check sponsor guidelines first for any cost sharing requirements and if special consideration is given as part of the evaluation process.
## Agreement Templates

### Types of Awards:

<table>
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<tr>
<th>Grant</th>
<th>Contract or Agreement</th>
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<tr>
<td>For the public good</td>
<td>For the benefit of the Sponsor</td>
</tr>
<tr>
<td>Scope may be somewhat flexible</td>
<td>Scope may not be altered</td>
</tr>
<tr>
<td>Terms and conditions are generally limited in nature and are not typically restrictive</td>
<td>Terms and conditions typically specific and restrictive</td>
</tr>
<tr>
<td>Re-Budgeting and Timeframe usually flexible</td>
<td>Budget and Timeframe correspond with specific project deliverables and generally may not be altered</td>
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</table>
**Agreement Templates**

**K-State**
- PreAward Services Agreement Templates
- [www.k-state.edu/orsp/preaward/agreements/](http://www.k-state.edu/orsp/preaward/agreements/)

**Company**
- Company Agreement Templates
- Instead of using a K-State template, PreAward Services can review a Sponsor-initiated contract
Agreement Templates

- **Memorandum of Agreement (MOA):**
  - K-State’s template “contract” or “Agreement”
  - Written agreement for public service, outreach, and research and development activities performed by K-State faculty, staff and students

- **Confidentiality Agreement (CDA):**
  - Written agreement that governs the timeframe in which confidential information disclosed between K-State and a potential research sponsor can be restricted, so as not to be shared with any third party
  - Also called “Nondisclosure Agreement” or “NDA”, Confidential Disclosure Agreement and the like

- **Material Transfer Agreement (MTA):**
  - Written agreement for the exchange of research materials
A contract dictates how the results of the project are treated by both parties.

The appropriate contract vehicle and intellectual property terms depend on the project scope of work.

K-State Intellectual Property Policy:
http://www.k-state.edu/policies/ppm/7000/7095.html
PreAward Forms

- **Budget Worksheet & FAQ**
  - Can be used for most sponsors

- **Sample Budget - Industry**
  - Displays fully burdened costs (includes direct and F&A costs)

- [www.k-state.edu/orsp/preaward/forms/](http://www.k-state.edu/orsp/preaward/forms/)
Misc. Important Information

- **Fringe Benefit Rates**
  - Recalculated every July
  - [www.k-state.edu/orsp/preaward/fringe.html](http://www.k-state.edu/orsp/preaward/fringe.html)

- **NSF Grant Proposal Guide**
  - Substantial changes anticipated January 2016

- **Working with Industry Boot Camp Toolbox**
  - [www.k-state.edu/corporate/toolbox/](http://www.k-state.edu/corporate/toolbox/)

- **PreAward Services Listserv**
  - To subscribe, email csaler@ksu.edu with the following text in the message body:
    SUB PREAWARD Your Name
Upcoming Events

- **Extension, National Science Foundation, and Broader Impacts**
  - Oct. 19, 1-4 p.m.
- **Beyond Bullets & Bombs: Intro to Working with the DoD and BAAs**
  - Oct. 21, 3:30 – 5 p.m.
- **Working with Industry Workshop: Navigating Intellectual Property**
  - Nov. 2, 3:30 – 5 p.m.
- **National Science Foundation CAREER Information Session**
  - Nov. 11, 3 – 5 p.m.

[www.k-state.edu/orsp/resources/calendar/](http://www.k-state.edu/orsp/resources/calendar/)
Contact Information

- **Proposal and Budget Development:**
  - Effie Swanson, Grant and Contract Administrator (Primary Contact for Engineering Faculty), effies@ksu.edu
  - De Bratton, Grant and Contract Administrator, bratton@ksu.edu
  - Anita Fahrny, Assistant Director, afahrny@ksu.edu

- **Contract Negotiation/Contract Terms and Related Policies:**
  - Katie Small, Manager, Contract Negotiations, ksmall@ksu.edu

- **PreAward Services Director:**
  - Paul Lowe, Associate Vice President / Director, plowe@ksu.edu
  - Office Phone Number: 785-532-6804
  - General Email Address: research@ksu.edu