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TSU College of Agriculture Principal Investigator External Funding Management Protocol

Key Contacts:

> College of Agriculture Interim Associate Dean for Research, Dr. Fulya Baysal-Gurel
> College of Agriculture Budget Office, Pierre Washington and Cassandra Williams
> TSU Research and Sponsored Programs - Dr. Phyllis Danner and Dr. Corrine Vaughn
> TSU Grants Accounting Office – Lawanda Johnson

Proposal Submission Process

- As soon as possible in the proposal writing stage, or when submitting a Letter of Intent to a funding agency, the principal investigator (PI) is required to submit a College of Agriculture Proposal Information Form with either 1) a copy of the Letter of Intent or full proposal (including narrative, budget and budget justification, Human subjects/ IRB, Animal welfare assurance etc. following the TSU Research and Sponsored Programs Pre-Award Support Guidelines), or 2) information to access your proposal on-line (Grants.gov, EZFed Grants, etc.) to Associate Dean for Research and his/her Department/Unit Head. This procedure should be completed as far in advance as possible to give the PI time to change the proposal if recommended by the Unit Head and/or Associate Dean of Research.

- Proposal budgets must be submitted to TSU College of Agriculture Associate Dean for Research and Budget Office personnel for review prior to the submission to TSU Research and Sponsored Programs' administrative support.

- For opportunities requiring a cost share or match, a description of the institutional cost share for the project, how the cost share will be met, and a letter of knowledge from the Dean/Chair/Unit Head indicating support of the cost share or match is required.

- Once the proposal is reviewed and received the approval from Unit Head, Associate Dean for Research and TSU Research and Sponsored Programs' administrative support, the PI is required to upload proposal documents into the agency's submission portal.

- All proposals submissions must be approved and submitted by the University's Authorized Organizational Representative, currently this is the Vice President for Research in Research and Sponsored Programs.

Post-Award Support and Process

- Grants and agreements received by university employees have to be accepted by the university via TSU Research and Sponsored Programs. This includes sub-awards from other universities or agencies. The Vice-president for Research and Sponsored Programs is the designated person to sign the agreement accepting the terms and conditions of the award or agreement. Federal funding agencies require the university to formally accept all awards. The PI may need to follow up with TSU Research and Sponsored Programs to ensure an award has been formally accepted by the university.

- Project initiation for projects funded by NIFA must be completed in the NIFA reporting system following the NIFA guidelines by the PI and then TSU NIFA Site Administrator (Associate Dean for Research) needs to be informed by the PI via e-mail regarding the project initiation submission to NIFA.

- An [Award Acknowledgement and Budget form](#) is prepared by the PI, and submitted together with the award letter, approved budget, and budget justification are sent to TSU College of Agriculture Associate Dean for Research.

- The signed [Award Acknowledgement and Budget form](#) will be sent to TSU Grants Accounting Office to assign an account number (FOAP) by TSU College of Agriculture Associate Dean for Research and budget office analyst.

- Account with FOAP/budget will be loaded by TSU Grants Accounting Office into BANNER.

- If the PI doesn't have access to University networks and systems, [TSU Banner Security Access](#) needs to be processed.

- A [Banner Access Form](#) needs to be prepared by the PI and submitted to TSU College of Agriculture Associate Dean for Research/Chair/Unit Head according to the instructions on the form. This will provide the PI access to the grant account in Banner.

- After the account number is established, the PI needs to request the college budget office to establish approvers for the account. For external grants the approvers are to be: the PI, Unit Head, Associate Dean, and the person in charge of fiscal review for the Dean's Office.

- PI needs to notify the college budget office personnel regarding incorporating the new time and effort percentage of all personnel funded by this award by submitting PARF(s) in the PeopleAdmin system.

- If the award includes sub-awards from funded grant, a [contract](#) to the entity receiving the funds must be executed. This process is initiated by the PI. The project PI works with

TSU College of Agriculture Associate Dean for Research to develop a contract outlining the scope of services, length of contract, and compensation. The PI obtains contract signatures and W-9 forms from the sub-contract institution. The contract (signed by the sub-contract institution), W-9 form from the subcontract institution, and a completed Contract Routing Form are routed for approvals by first TSU College of Agriculture Associate Dean for Research, Dean's office and then the Academic Affairs office. Academic Affairs routes it to the Office of University Council who will then obtain the President's signature and return the signed contract to the originating faculty member/PI. When approved by TSU, the contract is entered into SciQuest as a requisition for payment to the receiving institution. It is the PI's responsibility to share complete, signed contracts with the college research office and the sub-contract institution. Accounts Payable will send funds to sub awardee upon completion of service and submission of invoice from contractor.

- The PI needs to work with the TSU Grants Accounting Office to ensure all grant financial reports/invoices and time and effort reporting is completed according to the funding agency guidelines and timelines.

- All faculty funded by the award must submit Semester Activity Reports on the progress/accomplishments of the project and all personnel must submit Semester Workload Form - Faculty, graduate students and non-faculty.

- The college budget office will consult with the PI and perform semi-annual fiscal reviews of the award. Expenditures made outside the approved award budget may be charged to the PI as a personal expense.

- PI is responsible for all required technical reports to the funding agency following their guidelines and timelines.

Revisions/Changes on the Funded Projects

- Funded projects are to be executed as approved by the funding agency. Any changes to the approved work plan or budget must be approved by the college Associate Dean for Research and the funding agency.

- Budget Revision Form needs to be prepared and submitted to Associate Dean (Research or Extension, as appropriate). Transfer of funds out of salary obligations, equipment or scholarship and fellowship is not permitted. Only one Budget Revision per fiscal year is permitted for capacity funds.

- Co-PI change request needs to be submitted to the college Associate Dean for Research with award letter, Co-PI change request letter from the authorized organizational representative, Curriculum Vitae and Current and Pending Support Form for review and

approval. The college Associate Dean for Research and/or TSU Research and Sponsored Programs personal will be submitting this request to the funding agency for their review and approval.

– [No-Cost Extension Form](#) needs to be prepared by the PI no later than 60 days before grant expires and needs to be submitted to the college Associate Dean for Research with award letter. Current SF425 will be requested from TSU Grants Accounting Office by the college Associate Dean for Research. Then, a No-Cost Extension request package will be submitted the TSU Research and Sponsored Programs for approval and submission to the funding agency.

Refer to College of Agriculture Policy 4.02.03 *Award Management, External Funding.*