

Virtual Meet & Greet

with Research & Innovation

July 14, 2020



- Utilize the current [internal budget spreadsheet](#) for FY20-21.
- Verify all faculty salaries.
- In general, requests for reduced or waived F&A is not encouraged but will be considered on a case-by-case basis.
- Proposals with 15% F&A Rate for TN State/municipalities is only applicable if the prime sponsor **is not** Federal. Any reduced rate must use TDC as base (not MTDC).
- Non-monetary proposals (such as DUA, MTA, NDA) also require Cayuse records – but will not need to route for approvals.
- In Cayuse, please read instructions at the beginning of each tab.
- Admin Unit is the department responsible for administering the award vs. individual org codes.



- Please select “No Sponsor” for Prime Sponsor field in Cayuse record, where applicable (as to not to duplicate the Sponsor). Fill out [new sponsor form](#) for an unlisted sponsor or subrecipient.
- Each proposal must include...an internal budget/justification, abstract/SOW, an [FCOI Responsible Personnel Form](#), as well as any subaward proposal documents before routing for approvals.
- Each subaward proposal must include a budget/justification, SOW, Subrecipient Commitment Form signed by their AOR (and should include a copy of the subrecipient F&A Rate Agreement).
- Please utilize the Cayuse “Notes” section as needed to communicate to OSP.
- Route Cayuse proposals to OSP **at least five (5) business days** prior to sponsor deadline and please **AVOID SAME DAY SUBMISSIONS**.



	IDEAL	LOW RISK	RISK	HIGH RISK
REVIEW ELEMENTS Legend y = OSP Guarantees Review	Comprehensive Review provided to OSP > 14 - 21 business days in advance	Full Review provided to OSP > 5 business days in advance	Limited Review provided < 3 or 4 business days in advance	No Review provided to OSP < 2 business days in advance
A. Letters of Commitment / Signed Letters or Forms	y			• High risk of proposal rejection due to non-compliance with sponsor guidelines.
B. PI Eligibility	y			
C. Institutional, Federal, State Compliances				
1. Financial Conflict of Interest	y	y	y	• High risk of proposal rejection due to system failure.
2. Regulated Activities (IRB, IACUC)	y	y		
D. Sponsor's Guidelines*				
1. Terms & Conditions	y			• High risk of proposal rejection due to system failure.
2. Submission method & deadline	y	y		
3. Certifications & assurances	y	y	y	
E. Cayuse SP Record Routing				• High risk of department/unit incurring financial burden due to budget errors or omissions.
1. Accuracy of Completed Record	y	y	y	
2. Approvals Needed	y	y	y	
3. Budget, Budget Justification, Scope of Work				
4. Data accurate & consistent with proposal	y	y	y	• High risk of withdrawal of the proposal by OSP after submission AND/OR rejection of award.
F. Sponsor Proposal				
1. Application package/form is correct	y	y	y	
2. Cover/Application Fields/Face Page	y	y	y	
3. Required documents (BioSketch, Scope of Work, etc.)	y	y		
4. Budget Form(s) & Budget Narrative	y	y		
5. Subrecipient and Contractor determination	y	y		
6. Subrecipient documents	y	y		
G. Subaward Proposal				• High risk of withdrawal of the proposal by OSP after submission AND/OR rejection of award.
1. Letter of Commitment	y	y		
2. Scope of Work	y	y		
3. Subaward Budget	y	y		
4. Negotiated Rate Agreement	y	y		
H. Data Security Plan (if applicable)	y	y		
I. IP Management Plan (if applicable)	y	y		
J. Technology Control Plan (if applicable)	y	y		
K. Related Agreements Review (if applicable)	y	y		
* Adherence to Sponsor Guidelines includes among other things, page length, margins, line spacing, font size, file name and type, required info provided (e.g., Broader Impacts Statement, Data Management Plan); eligibility criteria, etc.				

PRE-AWARD/PROPOSAL SERVICES

STEPHANIE THOMPSON

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- » President's Office
- » Division of Business & Finance
- » Division of Student Academic Success
- » Cecil C. Humphreys School of Law
- » College of Arts & Sciences - Dean's Office Units
 - » Confucius Institute
 - » Benjamin Hooks Institute for Social Change
 - » Institute for Intelligent Systems
 - » Marcus Orr Center for the Humanities
 - » ROTC
- » College of Arts & Sciences - ALL Social Sciences
- » College of Arts & Sciences - Natural Sciences
 - » Chemistry
 - » Center for Earthquake Information and Research (CERI)
 - » Computer Science
 - » Earth Sciences
- » FedEx Institute of Technology
- » Fogelman College of Business & Economics
- » Kemmons Wilson School
- » School of Health Studies

LAURA WRIGHT

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- » Provost's Office
- » College of Arts & Sciences - ALL Humanities
- » College of Arts & Sciences - Natural Sciences
 - » Bioinformatics
 - » Biology
 - » Mathematical Sciences
 - » Physics & Materials Science
- » College of Arts & Sciences - Dean's Office Unit
 - » School of Urban Affairs and Public Policy (SUAPP)
- » College of Communication & Fine Arts
- » College of Education
- » Graduate School
- » Herff College of Engineering
- » Lambuth Campus
- » Loewenberg College of Nursing
- » School of Communication Sciences & Disorders
- » School of Public Health
- » University College

