



# OFFICE OF SPONSORED RESEARCH

## BROWN BAG

*Small-Group Participation*  
*Open-Forum Discussions*  
*Get Your Questions Answered!*

### Summary of Discussion Point Takeaways from November 12, 2013 Brown Bag

#### When do I need one PTA vs. multiple PTAs? What are the pros and cons?

- If the award agreement has no restriction on the carry-forward of unspent funds from one year to the next, then keep it simple with one Oracle task.
- If the award has specific terms which require funding to be separately accounted for, then a different task is needed to keep track of funding awarded for a specific purpose.
- If the award has a PI and a co-PI, then the best practice is to set up a separate task for each PI/co-PI so s/he has her/his own funding/expenditures to review and certify.
- If the award has mixed activities (i.e., Research/Instruction/Other Sponsored Activity), then a separate task is needed to keep track of funds awarded for each activity. This also applies if the award is conducted at ON/OFF campus location. It is important to have separate tasks because of F&A rate differences.
- The more tasks you have the more administrative review and monitoring needed.

#### Proposal Preparation – Avoiding the common errors that OSR sees.

- Due in part to the current state of the Federal fiscal climate, NSF Program and Grant Officers are becoming much more selective when it comes to proposal review. Remember to closely follow the guidelines outlined in the NSF GPG, including the detailed formatting instructions for Bio-sketches, Current and Pending, and References Cited. Please be especially sensitive to the 'et. al' usage in references cited as we have had a prior proposal be rejected over this issue.
- Subawards can play a key role in proposal development and awarding. Be sure to get a head start and begin working with the subrecipient as early as possible to obtain the required information and forms necessary for proposal submission. At a minimum, at time of submission we need the subrecipient's budget, statement of work, and Form 33 (OSR Subrecipient Commitment Form).
- Does your proposal involve any use of SLAC facilities or personnel? Have the conversation with your PI and SLAC early in order to avoid any last minute issues. Budget information, SLAC specific Statements of Work, and PDRF approvals are all additional matters which need to be finalized before OSR can submit.
- Be sure to remember the Grants.gov "no special characters" policy with regards to naming file attachments. Having a proposal rejected after the deadline due to file naming is never fun.