VCU

Office of Sponsored Programs
Office of Research

NSF Fastlane Introduction

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Senior Administrator
March 2012

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NSF Fastlane

Topics:

- Proposal Life Cycle and Context
- Fastlane
- Preparation of NSF Applications
- VCU Office of Sponsored Programs review process including internal forms
- Signature authority
- Examples

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Overview of Sponsored Program Life-cycle at VCU

START

PI prepares proposal with line item budget, IAF, COI and cost share form, if applicable

PI Submits Proposal to OSP

OSP reviews proposal and returns approved documents to PI for submission to sponsor or OSP submits electronically to sponsor

PI Approvals:

- IRB
- IACUC
- Export Control
- COI
- Intel Property
- Tech Transfer
- Certifications

VCUeRA (Data entry into OSP database)

Sponsor reviews proposal and makes award

Sponsor may require additional information, corrections before funding. Sponsor may decline based on available funds, scientific merit, compliance, etc.

OSP receives award notification from Sponsor and negotiates changes if needed. Team Asst. notifies PI & FA of award (authorizes award in VCUeRA database)

G&C Accounting Office in conjunction with PI, Department set up Banner indexes for award administration and award costs

PI/Project:

Must adhere to sponsor guidelines as specified in award notice-

- OMB Circular A-21
- OMB Circular A-110
- State Reg
- Sponsor Reg

Complete close out procedures at end of project:

- -scientific report
- -financial report
- -invention report
- -property report

(if needed)

PI/Project:

Coordinate with Accounting, OSP, Tech office to ensure end and close out of project

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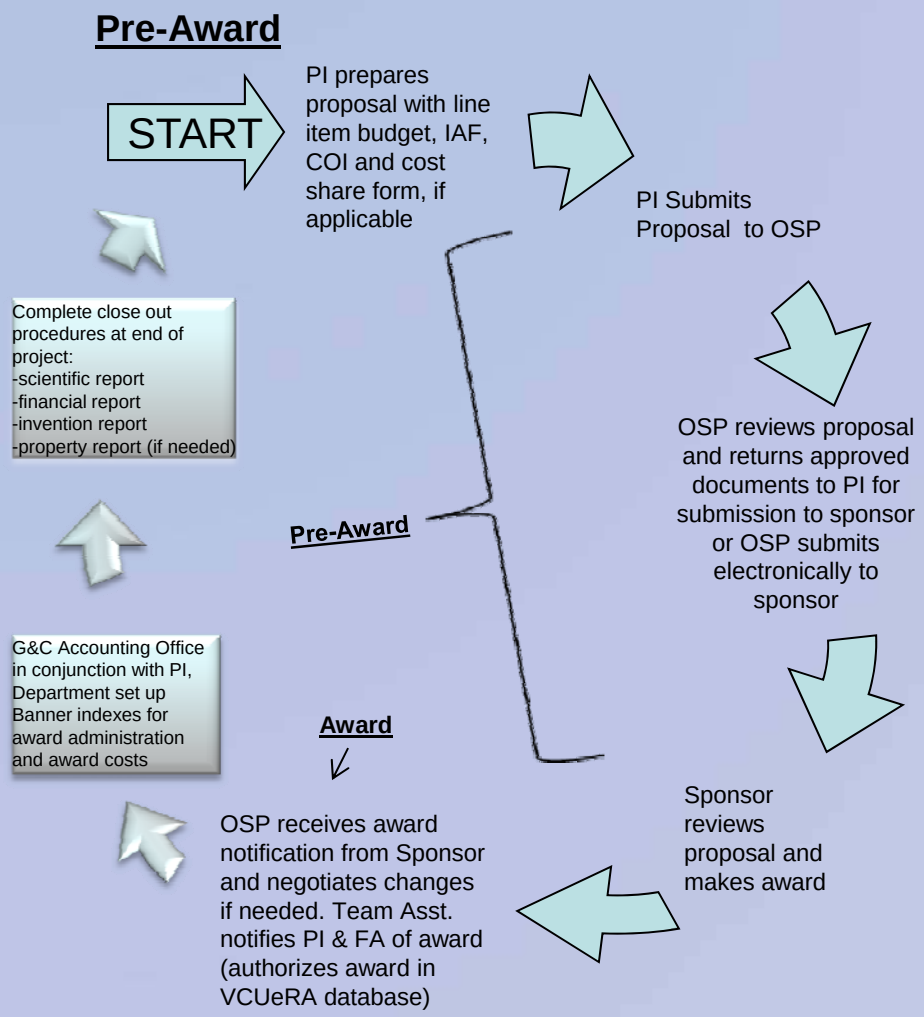
Basic Terms and Definitions: Pre Award

Pre-Award:

- Pre-award administration includes all aspects of proposal development, proposal submission and negotiations before award is made.

- The Office of Sponsor Programs will:
  1. Review budgets
  2. Ensure appropriate approvals have been obtained
  3. Check the proposal to make sure that all necessary forms and information have been included
  4. Conduct all necessary award negotiations and assist in the preparation of any additional documents requested by the sponsor during the course of those negotiations.



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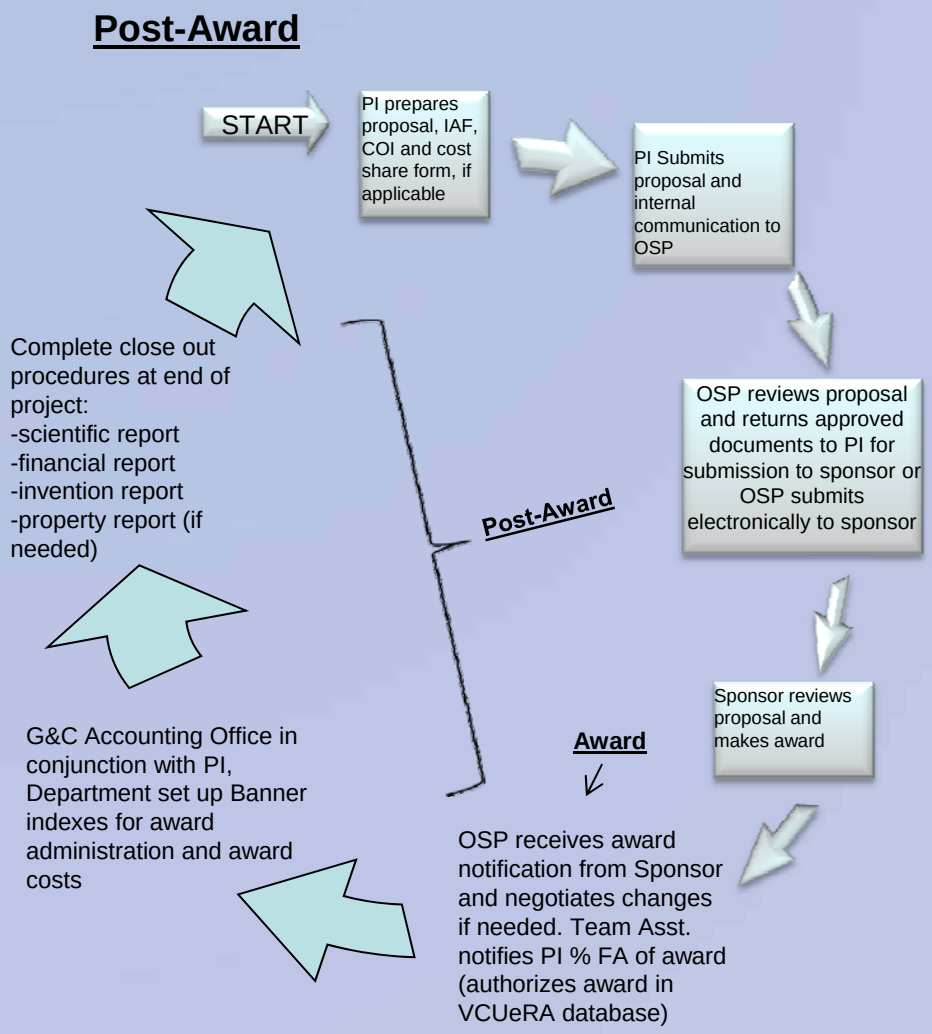
Basic Terms and Definitions: Post Award

Post-Award:

- All activities after the award is issued by the sponsor and accepted by the University are considered post-award administration. Once OSP has received and examined the award to make sure all the conditions for acceptance have been met, it is processed in VCUeRA database and award authorization is sent to G&C for account set-up

- Grants and Contracts Accounting will:
  1. Set up index account in Banner
  2. Invoice or draw-down funds as outlined in the agreement
  3. Assist PI in developing and submitting financial reports
  4. Assist in fiscal management and close out of accounts (in conjunction with PI and department)

- Office of Sponsored Program will:
  1. Act as liaison between a sponsor and University
  2. Review and approve requests for modification of grants/agreements
  3. Assist in interpretation of rules, regulations, requirements, etc.
  4. Issue any subawards authorized for the project
  5. Assist in project closeout procedures



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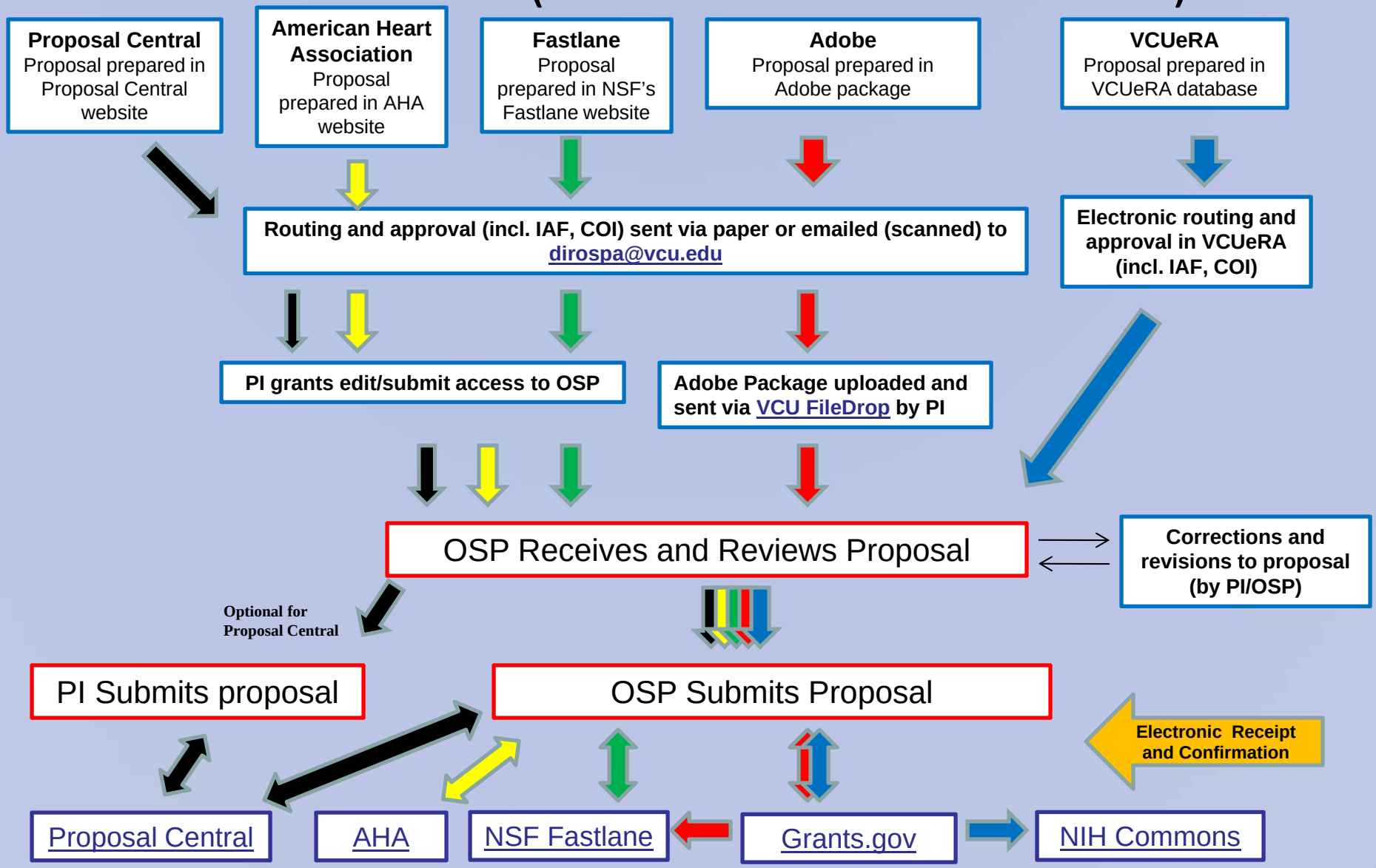
Summary of Electronic Proposal Submission Process at VCU (VCUeRA and non-VCUeRA)



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Proposal Preparation: Key Point

- If NIH application at VCU = use VCUeRA
- If non-NIH federal application* = use Grants.gov
- **NSF opportunity** may state option to use Grants.gov or Fastlane, currently at VCU

NSF = use Fastlane

(*Note: may be exceptions depending on sponsor or agency, so follow available guidelines)

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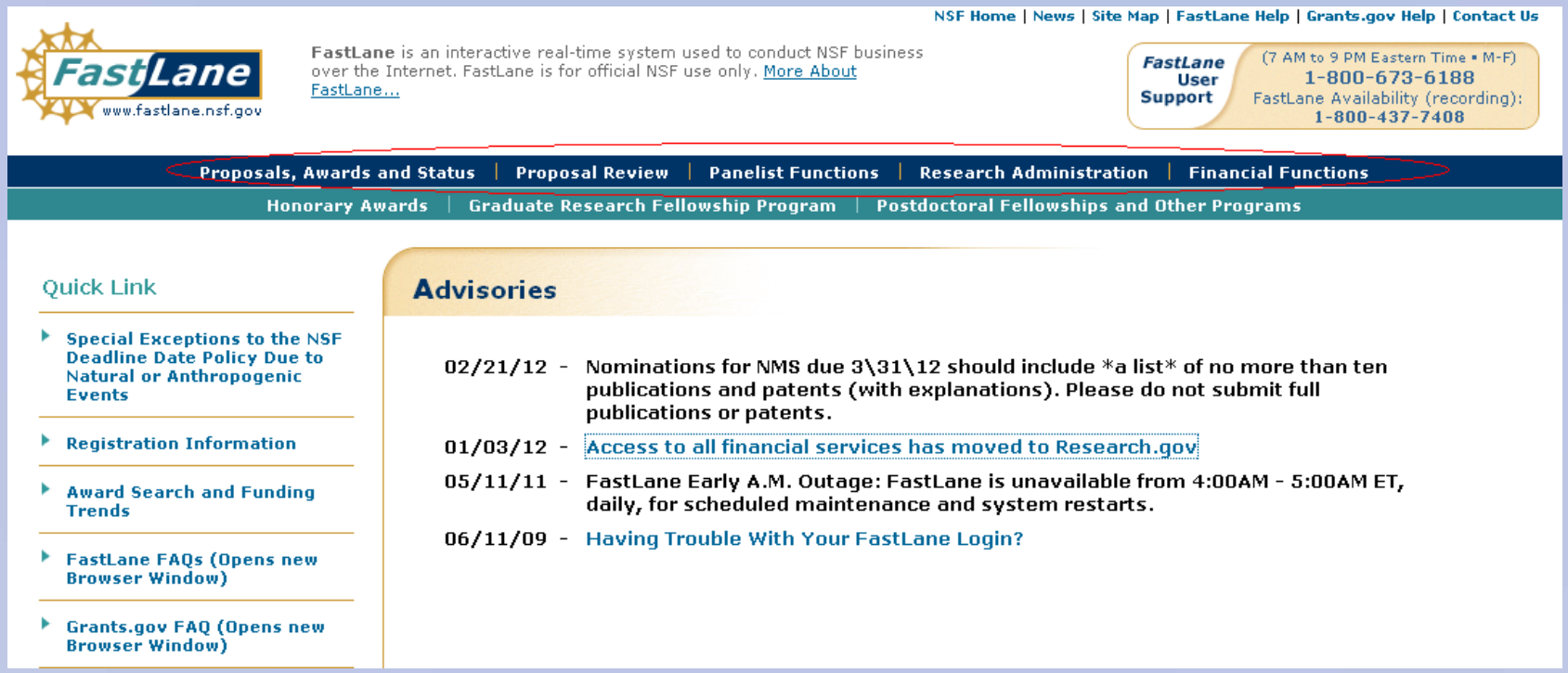
Proposal Preparation: Fastlane

- Important = Need a PI user account to NSF

  Link to request account at VCU:
  http://www.research.vcu.edu/osp/nsf_fastlane_account_form.htm



Log in at:
https://www.fastlane.nsf.gov/index.jsp

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Proposal Preparation: Fastlane

- Fastlane "is the National Science Foundation (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations."

- Work done in modules, i.e., 'Proposals..,' 'Research Administration,' etc.

- Fastlane transition to Research.gov

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Proposal Preparation: Fastlane

- Proposals, Awards and Status, functions

Table 1 Proposal, Awards, and Status Applications

FastLane Application	Who	Activity
Change PI Information	PI, Co-PI	Change your profile information that NSF has on file.
Proposal Functions		
Letters of Intent	PI, Co-PI	• Prepare a Letter of Intent in response to an NSF solicitation. • Forward a Letter of Intent to the SPO for submission.
Proposal Preparation	PI, Co-PI, OAU	• Prepare and edit a proposal. • Delete a proposal. • Forward a proposal to the SPO for submission. • Withdraw a submitted proposal.
Proposal Status	PI, Co-PI	• Check the status of a submitted proposal. • View any existing reviews of a submitted proposal.
Revise Submitted Proposal Budget	PI, Co-PI, OAU	Revise the budget of a submitted proposal at the request of the NSF Program Officer.
Proposal File Update		Revise a proposal after it has been submitted (permitted for all unsolicited proposals and for solicited proposals before the solicitation proposal deadline).

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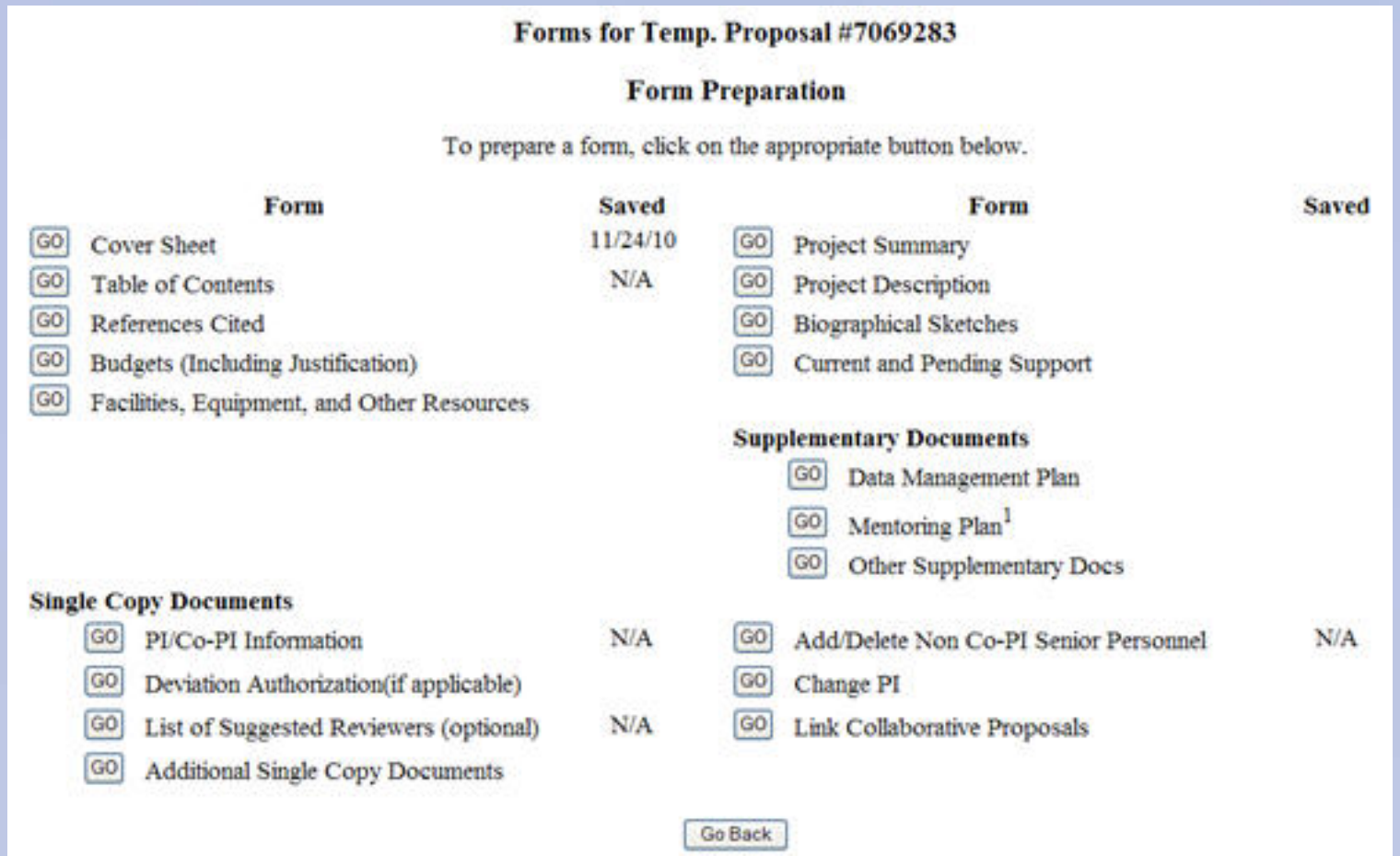
Proposal Preparation: Fastlane

- Proposals, Awards and Status Guide
- Forms (Can view Demo Site)



Forms for Temp. Proposal #7069283

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	11/24/10	GO Project Summary	
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	
GO Budgets (Including Justification)		GO Current and Pending Support	
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan

GO Mentoring Plan[1]

GO Other Supplementary Docs

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

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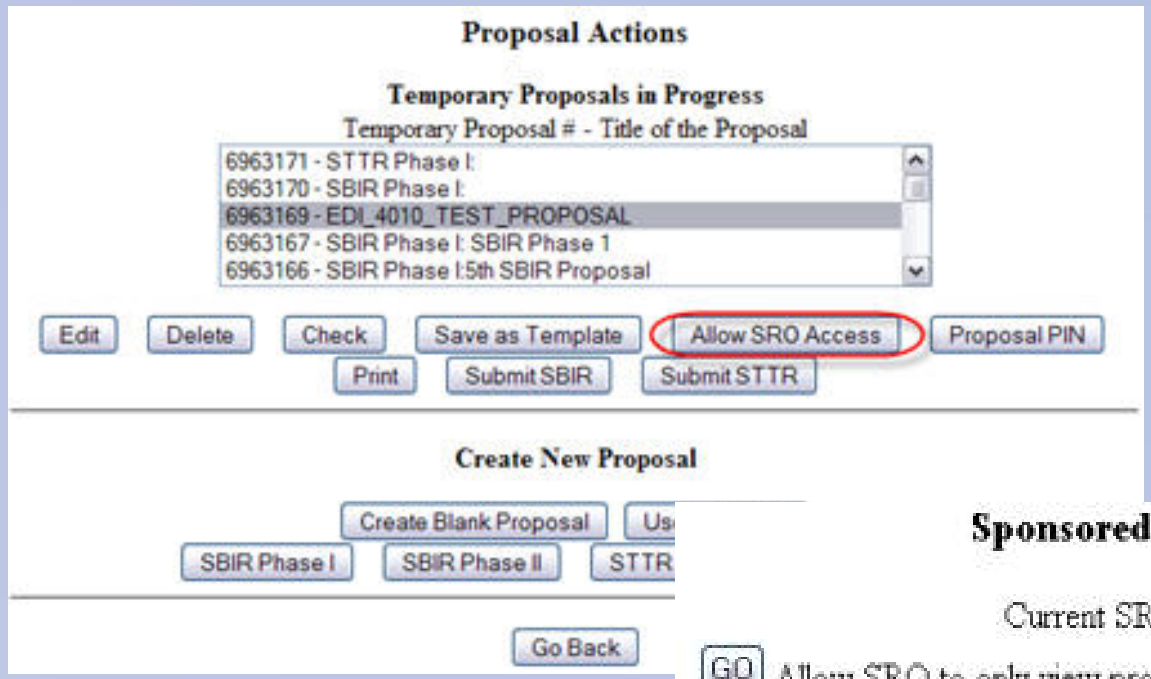
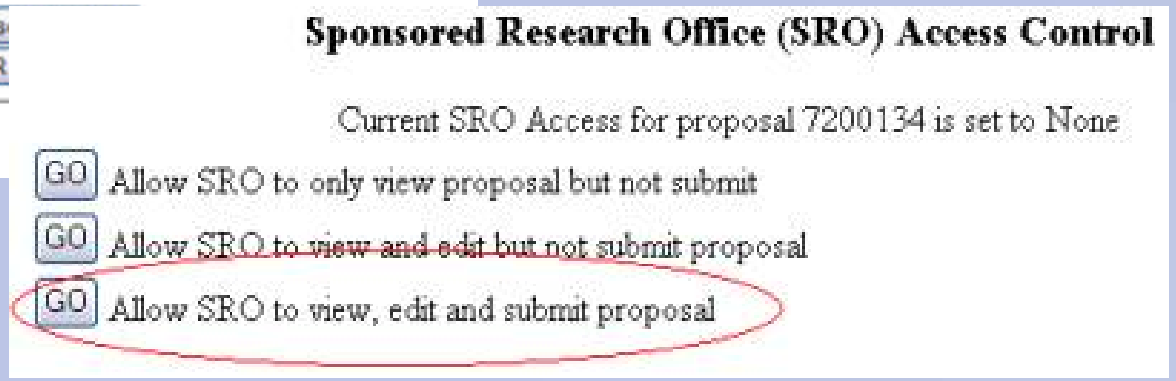
Proposal Preparation: Fastlane

- After proposal is complete, give edit/submit access to OSP





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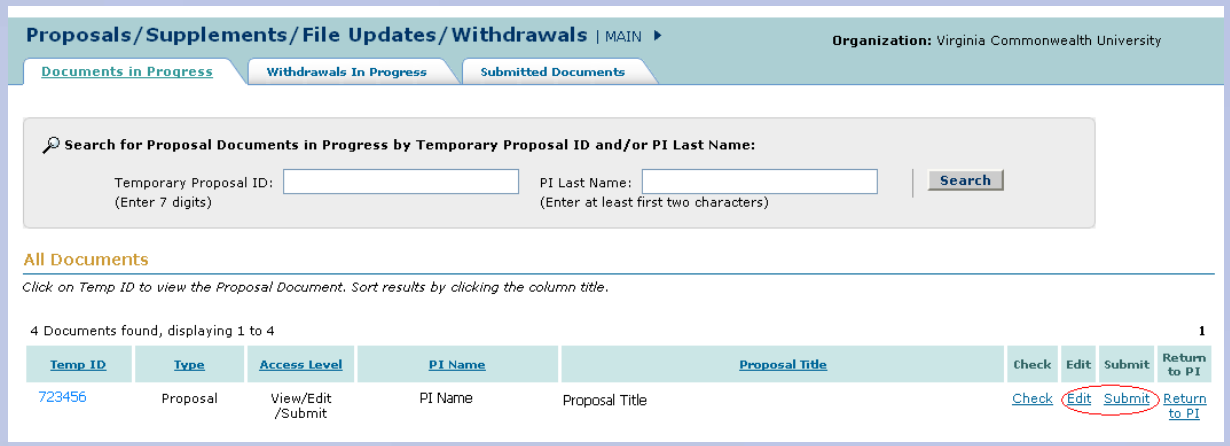
NSF Opportunity Search

Log in and create application in Fastlane



PI gives access to OSP for review; OSP submits application after review

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Path #3: Non-VCUeRA Electronic Proposal Submission

PI prepares proposal in manner requested by sponsor's announcement. IAF and COI are completed in hard copy, a copy provided to department chair(s), IAF routed to school dean(s) for signature.*

Visit http://www.research.vcu.edu/forms/osp.htm for required forms

Signed IAF and COI are EITHER dropped off to OSP OR scanned and emailed to OSP's dirospa@vcu.edu along with finalized adobe package (if Grants.gov) via VCU's FileDrop service. All due to OSP at least five (5) days prior to sponsor-published deadline.

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

Team Reviewer assigned to proposal; corrections and revisions to proposal (by PI/OSP)

*Note: If proposal is a "clinical trial," approval from CRSO office is required. CRSO Approval signature is included on the IAF Form.

OSP typically submits electronic proposals (unless sponsor allows for PI submission.)

http://www.research.vcu.edu/osp/submissions.htm

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VCU Internal Forms and Approval

Required forms:

- Every proposal forwarded to OSP must have 3 internal documents
  - -Internal approval form (IAF)
  - -Conflict of interest (COI) form
  - -Internal Budget
- All proposals are forwarded (copied) to dept. chair and approved school dean before coming to OSP for University level review and approval prior to submission to the potential sponsor

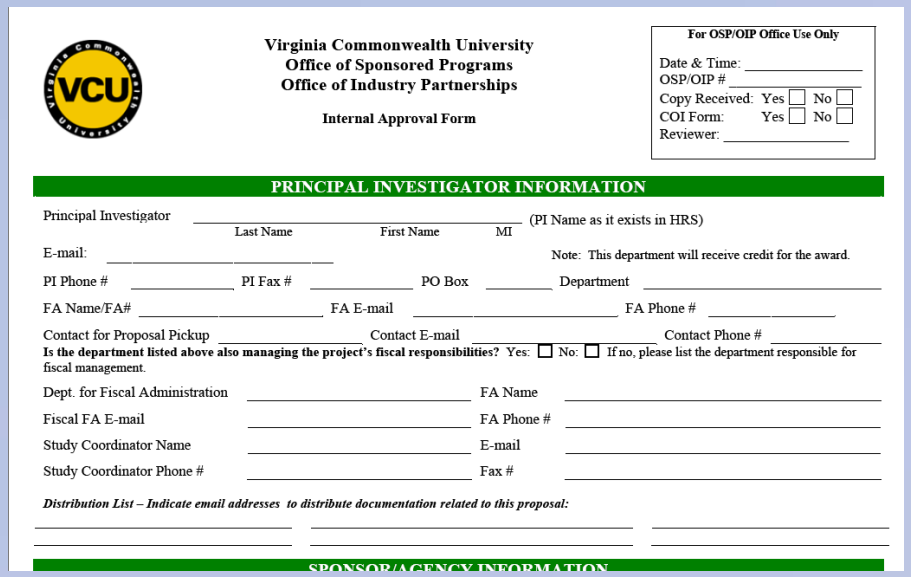
Routing process requires different levels:

PI → Dept (Informed) → Dean → OSP

Internal approval form and COI to be included in routing:

http://www.research.vcu.edu/forms/InternalApprovalForm.pdf

http://www.research.vcu.edu/forms/ConflictofInterestDisclosureForm.doc



Virginia Commonwealth University
Office of Sponsored Programs
Office of Industry Partnerships

Internal Approval Form

For OSP/OIP Office Use Only
Date & Time: _____
OSP/OIP # _____
Copy Received: Yes ☐ No ☐
COI Form: Yes ☐ No ☐
Reviewer: _____

PRINCIPAL INVESTIGATOR INFORMATION

Principal Investigator _____ (PI Name as it exists in HRS)
Last Name First Name MI

E-mail: _____ Note: This department will receive credit for the award.

PI Phone # _____ PI Fax # _____ PO Box _____ Department _____

FA Name/FA# _____ FA E-mail _____ FA Phone # _____

Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____

Is the department listed above also managing the project's fiscal responsibilities? Yes: ☐ No: ☐ If no, please list the department responsible for fiscal management.

Dept. for Fiscal Administration _____ FA Name _____

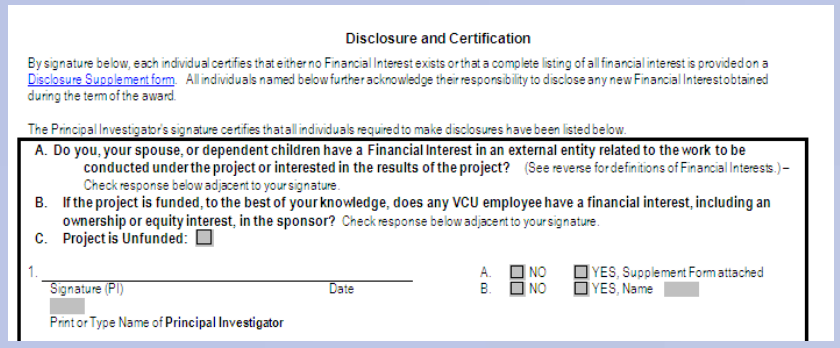
Fiscal FA E-mail _____ FA Phone # _____

Study Coordinator Name _____ E-mail _____

Study Coordinator Phone # _____ Fax # _____

Distribution List – Indicate email addresses to distribute documentation related to this proposal:

SPONSOR/AGENCY INFORMATION



Disclosure and Certification

By signature below, each individual certifies that either no Financial Interest exists or that a complete listing of all financial interest is provided on a Disclosure Supplement form. All individuals named below further acknowledge their responsibility to disclose any new Financial Interest obtained during the term of the award.

The Principal Investigator's signature certifies that all individuals required to make disclosures have been listed below.

A. **Do you, your spouse, or dependent children have a Financial Interest in an external entity related to the work to be conducted under the project or interested in the results of the project?** (See reverse for definitions of Financial Interests.) – Check response below adjacent to your signature.

B. **If the project is funded, to the best of your knowledge, does any VCU employee have a financial interest, including an ownership or equity interest, in the sponsor?** Check response below adjacent to your signature.

C. **Project is Unfunded:** ☐

1. _____
Signature (PI) Date

A. ☐ NO ☐ YES, Supplement Form attached
B. ☐ NO ☐ YES, Name _____

Print or Type Name of **Principal Investigator**

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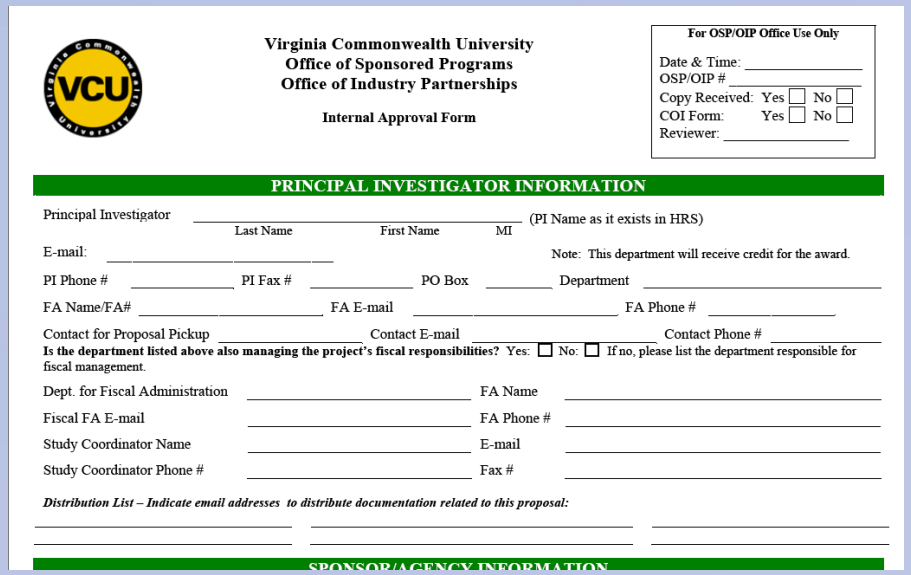
VCU Internal Forms: Internal Approval Form (IAF)

Purpose of IAF:

- IAF identifies and records all relevant data about the project: who, what, where, when and how much?
- Identifies areas of compliance that will be involved in the project
- Documents PI's acceptance of responsibility for project

Internal approval form to be included in routing, from:
http://www.research.vcu.edu/forms/InternalApprovalForm.pdf



Virginia Commonwealth University
Office of Sponsored Programs
Office of Industry Partnerships

Internal Approval Form

For OSP/OIP Office Use Only
Date & Time: _____
OSP/OIP # _____
Copy Received: Yes ☐ No ☐
COI Form: Yes ☐ No ☐
Reviewer: _____

PRINCIPAL INVESTIGATOR INFORMATION

Principal Investigator _____ (PI Name as it exists in HRS)
Last Name First Name MI

E-mail: _____ Note: This department will receive credit for the award.

PI Phone # _____ PI Fax # _____ PO Box _____ Department _____

FA Name/FA# _____ FA E-mail _____ FA Phone # _____

Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____

Is the department listed above also managing the project's fiscal responsibilities? Yes: ☐ No: ☐ If no, please list the department responsible for fiscal management.

Dept. for Fiscal Administration _____ FA Name _____

Fiscal FA E-mail _____ FA Phone # _____

Study Coordinator Name _____ E-mail _____

Study Coordinator Phone # _____ Fax # _____

Distribution List – Indicate email addresses to distribute documentation related to this proposal:

_____ _____ _____

_____ _____ _____

SPONSOR/AGENCY INFORMATION

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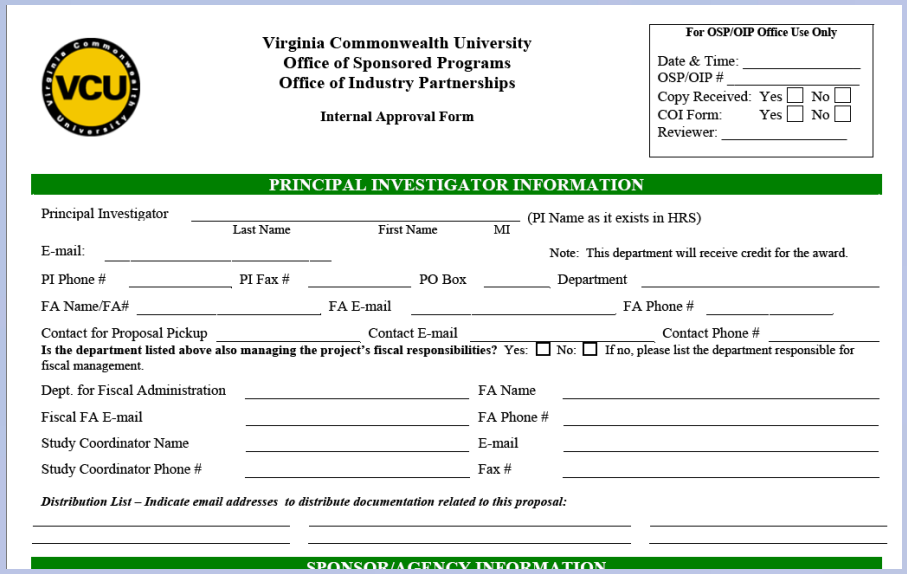
VCU Internal Forms: IAF

Purpose of IAF:

- Documents department and school's review of science and **commitment** of human, lab space, or other resources
- VCU's authorized official signs for University based on PI, dept. chair & school dean commitments

Internal approval form to be included in routing, from:
http://www.research.vcu.edu/forms/InternalApprovalForm.pdf



Virginia Commonwealth University
Office of Sponsored Programs
Office of Industry Partnerships

Internal Approval Form

For OSP/OIP Office Use Only
Date & Time: _____
OSP/OIP # _____
Copy Received: Yes ☐ No ☐
COI Form: Yes ☐ No ☐
Reviewer: _____

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Principal Investigator _____ (PI Name as it exists in HRS)
Last Name First Name MI

E-mail: _____ Note: This department will receive credit for the award.

PI Phone # _____ PI Fax # _____ PO Box _____ Department _____

FA Name/FA# _____ FA E-mail _____ FA Phone # _____

Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____

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Fiscal FA E-mail _____ FA Phone # _____

Study Coordinator Name _____ E-mail _____

Study Coordinator Phone # _____ Fax # _____

Distribution List – Indicate email addresses to distribute documentation related to this proposal:

SPONSOR/AGENCY INFORMATION

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Basic Forms and Certifications at VCU

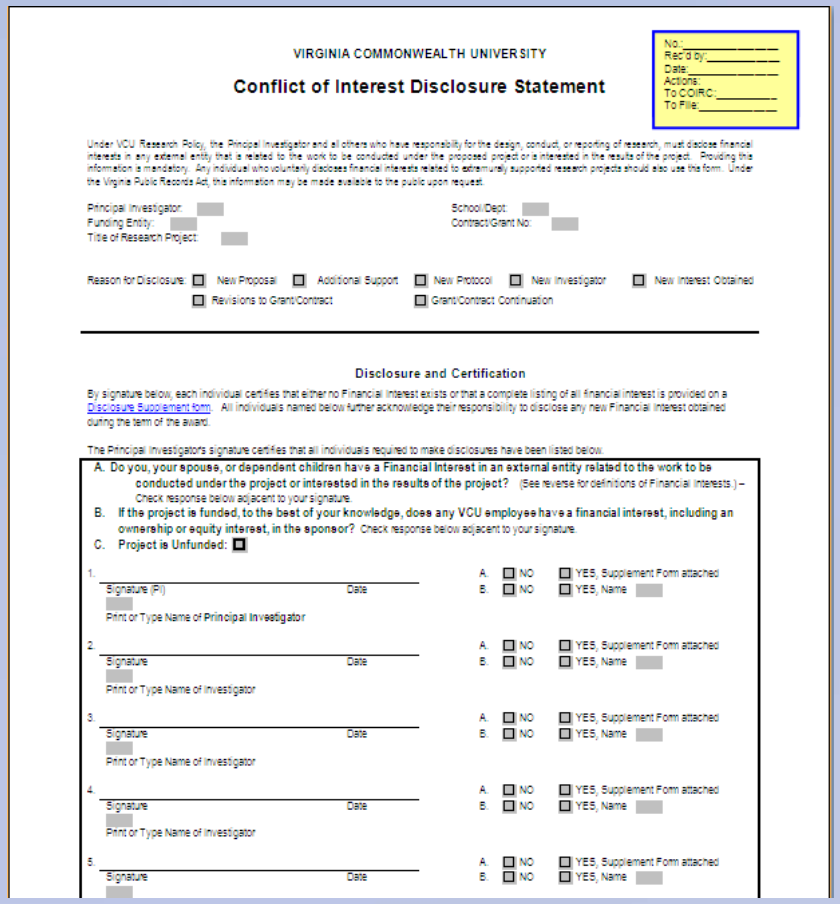
Purpose of COI form, definition of term:

- To report any actual or potential conflict of interest
- Refer to COI Policy

Related VCU Policies:

- Implementation of federal law
- Implementation of state law

COI form to be included in routing:
http://www.research.vcu.edu/forms/ConflictofInterestDisclosureForm.doc



VIRGINIA COMMONWEALTH UNIVERSITY

Conflict of Interest Disclosure Statement

No.:
Rec'd by:
Date:
Actions:
To COIRC:
To File:

Under VCU Research Policy, the Principal Investigator and all others who have responsibility for the design, conduct, or reporting of research, must disclose financial interests in any external entity that is related to the work to be conducted under the proposed project or is interested in the results of the project. Providing this information is mandatory. Any individual who voluntarily discloses financial interests related to extramurally supported research projects should also use this form. Under the Virginia Public Records Act, this information may be made available to the public upon request.

Principal Investigator:
Funding Entity:
Title of Research Project:
School/Dept:
Contract/Grant No:

Reason for Disclosure: ☐ New Proposal ☐ Additional Support ☐ New Protocol ☐ New Investigator ☐ New Interest Obtained ☐ Revisions to Grant/Contract ☐ Grant/Contract Continuation

Disclosure and Certification

By signature below, each individual certifies that either no Financial Interest exists or that a complete listing of all financial interest is provided on a Disclosure Supplement form. All individuals named below further acknowledge their responsibility to disclose any new Financial Interest obtained during the term of the award.

The Principal Investigator's signature certifies that all individuals required to make disclosures have been listed below.

A. Do you, your spouse, or dependent children have a Financial Interest in an external entity related to the work to be conducted under the project or interested in the results of the project? (See reverse for definitions of Financial Interests.) – Check response below adjacent to your signature.

B. If the project is funded, to the best of your knowledge, does any VCU employee have a financial interest, including an ownership or equity interest, in the sponsor? Check response below adjacent to your signature.

C. Project is Unfunded: ☐

1. Signature (PI) Date — A. ☐ NO ☐ YES, Supplement Form attached; B. ☐ NO ☐ YES, Name
Print or Type Name of Principal Investigator

2. Signature Date — A. ☐ NO ☐ YES, Supplement Form attached; B. ☐ NO ☐ YES, Name
Print or Type Name of Investigator

3. Signature Date — A. ☐ NO ☐ YES, Supplement Form attached; B. ☐ NO ☐ YES, Name
Print or Type Name of Investigator

4. Signature Date — A. ☐ NO ☐ YES, Supplement Form attached; B. ☐ NO ☐ YES, Name
Print or Type Name of Investigator

5. Signature Date — A. ☐ NO ☐ YES, Supplement Form attached; B. ☐ NO ☐ YES, Name

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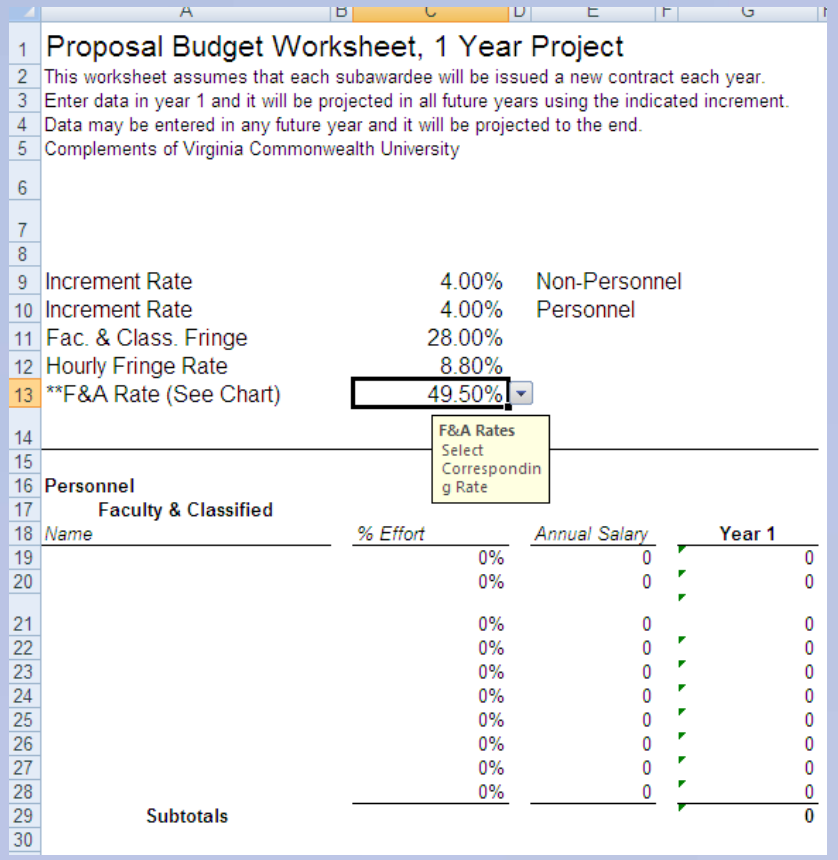
Budgets for Project Activities

Budget development:

- Review the sponsor's guidelines
  - ➢ Indicates allowable costs
  - ➢ Also indicates cost share requirements, if any

- Can utilize OSP Excel budget worksheets to develop budget to enter in Grants.gov forms

Excel budget sheets available on OSP website:
http://www.research.vcu.edu/forms/osp.htm



Proposal Budget Worksheet, 1 Year Project

This worksheet assumes that each subawardee will be issued a new contract each year.
Enter data in year 1 and it will be projected in all future years using the indicated increment.
Data may be entered in any future year and it will be projected to the end.
Complements of Virginia Commonwealth University

Increment Rate	4.00%	Non-Personnel
Increment Rate	4.00%	Personnel
Fac. & Class. Fringe	28.00%	
Hourly Fringe Rate	8.80%	
**F&A Rate (See Chart)	49.50%	

F&A Rates
Select Corresponding Rate

Personnel

Faculty & Classified

Name	*% Effort*	*Annual Salary*	**Year 1**
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
	0%	0	0
Subtotals			**0**

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Signature Authority

Authorized official:

- All Applications for Funding Need University Approval Before Submission
- Susan E. Robb, Asst. Vice-President for Research Administration is VCU's authorized signing official
- VCU Board of Visitors resolution gives Asst. VP for Research Administration signature authority on the application for, and awards of, grants and other monies
- Signature implies acceptance of federal assurances and certifications as described in federal grants policy guidelines

http://www.research.vcu.edu/osp/SponsoredProgramsHandbook.pdf

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Signature Authority

Policies and procedures:

- OSP is office authorized to review and submit sponsored project proposals and receive awards
- OSP is official contact for the University on administrative award-related matters
- Only VCU OSP reviewers are authorized (by signing official) to submit to sponsor on behalf of institution
- If a sponsor's electronic system requires the **PI** to submit the proposal, the PI is only authorized to do so after the IAF, COI & proposal have been reviewed and approved by OSP

http://www.research.vcu.edu/osp/SponsoredProgramsHandbook.pdf

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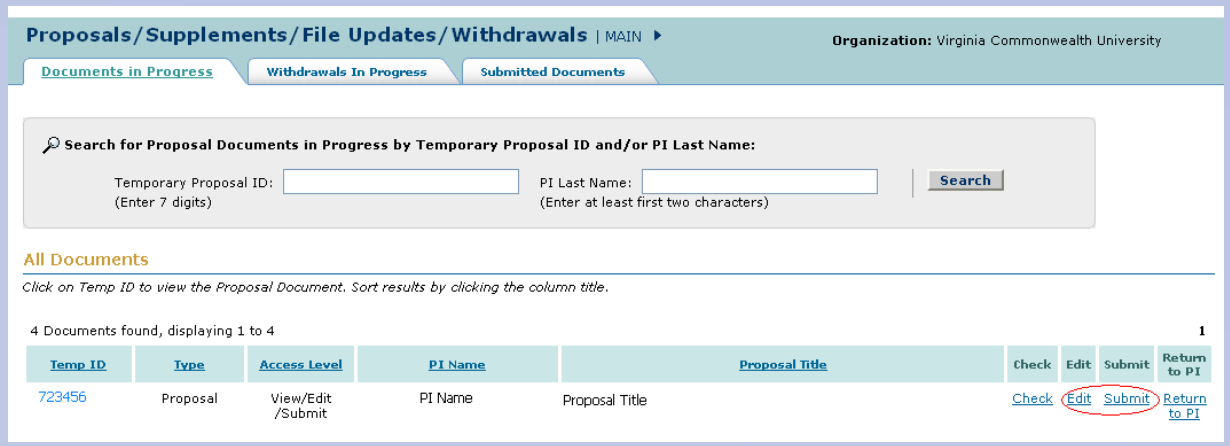
NSF Opportunity Search

Log in and create application in Fastlane



PI gives access/submits to OSP for review; OSP submits application to NSF after review

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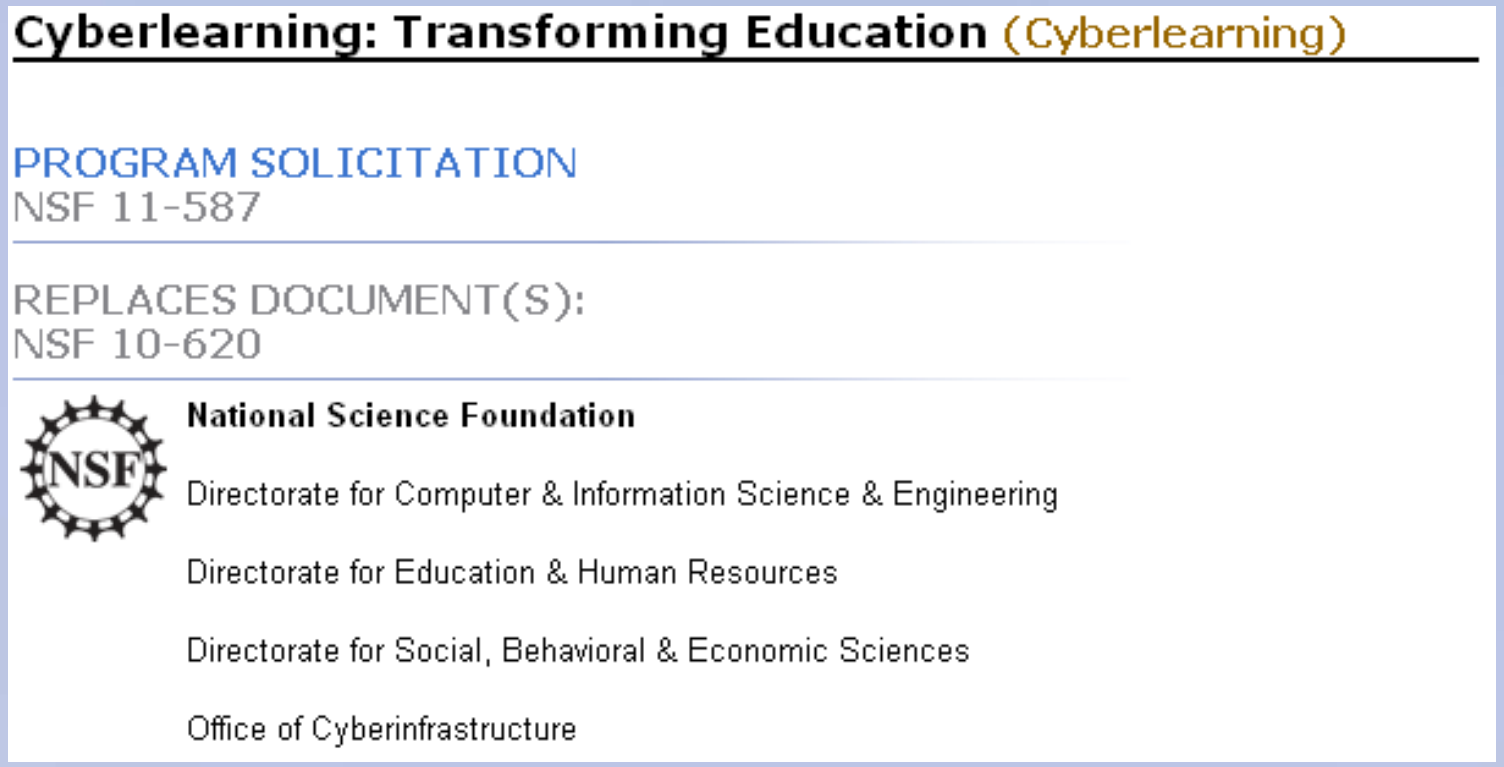
Examples

NSF Find Funding:

Cyberlearning: http://www.nsf.gov/pubs/2011/nsf11587/nsf11587.htm



Cyberlearning: Transforming Education (Cyberlearning)

PROGRAM SOLICITATION
NSF 11-587

REPLACES DOCUMENT(S):
NSF 10-620

National Science Foundation

Directorate for Computer & Information Science & Engineering

Directorate for Education & Human Resources

Directorate for Social, Behavioral & Economic Sciences

Office of Cyberinfrastructure

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Contact Office of Research

Home page: http://www.research.vcu.edu/index.htm

Office of Sponsored Programs (OSP)

Office of Technology Transfer (OTT)

Office of Research Subjects Protection (ORSP)

Office of Education and Compliance (OECO)

Division of Animal Resources (DAR)

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End of Presentation

Questions/Comments?

Thank you.

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