In addition to these new awards, faculty and staff have submitted approximately fifteen new applications since the last OSRA newsletter was published. Congratulations to all for your success and hard work. Your efforts benefit the University, faculty, students, and the community at large.

The OSRA stands ready to assist all members of faculty and staff throughout the University with your applications, proposal development, and grants management. Call us if you need help or have any questions.

TRAINING IN GRANT WRITING

Congratulations to Dr. Cecil Jones, Dr. Sivapatham Paramasivam, and Dr. Hua Zhao who have been accepted to the University of Kentucky/National Institute of General Medical Sciences MORE Internet Grant Writing Program, with an introductory workshop to be held May 7-9, 2007 at the University of Kentucky in Lexington. This internet-based course, funded by NIH, teaches biomedical researchers and faculty how to develop competitive research proposals.

NEW OSRA WEBSITE

In February, the Office of Sponsored Research Administration (OSRA) launched its new website on the SSU website:

http://www.savstate.edu/osra/index.html

Thanks to Dr. Ijaz Awan for his excellent design and maintenance of the website.

We want the website to be a useful and comprehensive information resource to keep University faculty, staff, and students as well as external parties informed on what we are accomplishing in sponsored research at Savannah State. The website lists the active funded programs at SSU, as well as the pending applications that have been submitted to the funding agencies. The website also has links to the websites of funded programs here at the University. If your website is not included, please inform us and the link will be added.
The OSRA website also provides the policies, procedures, forms, and guidelines for proposal development, post-award responsibilities, and compliance. Please call Dr. Chetty at 353-3057 or Nancy Riggs at 353-4981 if you have news, additions, suggestions, or corrections to make to the website or to this newsletter.

**REVIEW OF PROCEDURES**

Here is a review and reminder of important policies and procedures necessary for sponsored research programs.

**Federal Rules and Regulations**

The federal funding agencies require 100% compliance with their rules and regulations, as a condition for receiving federal funding. The agencies have codified their common rules and regulations into the following rules. Remember to consult the RFP or the funding agency guidelines for any additional requirements specific to a certain program.

- Uniform Administrative Requirements for Grants, 2 CFR Part 215

- Cost Principles for Educational Institutions, Office of Management and Budget (OMB) Circular A-21,
  which is at the OMB website at [www.whitehouse.gov/omb/circulars/a021/a021.htm](http://www.whitehouse.gov/omb/circulars/a021/a021.htm).

- Audit Requirements, OMB Circular A-133,
  [http://www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html)

It is each Principal Investigator (PI)’s responsibility to meet the requirements of these regulations. Links to these are provided on the OSRA website. If you have questions concerning these requirements, call the OSRA.

**Time and Effort Reports**

Time and effort reports are required by the federal regulations to provide written, certified documentation of the time and effort incurred by faculty and staff on federally funded activities. All non-hourly employees of the University who are involved in funded activities must submit a time and effort report to the OSRA. The time and effort form is available on the SSU On-Line Forms webpage. The report is signed by the employee certifying that the report is a reasonable estimate of his/her distribution of time, and by his/her supervisor certifying that the report is correct.

The original, signed time and effort report is submitted to the OSRA. After review, the OSRA routes the form to the Office of Business and Finance, which retains the originals.

**Submission of program reports**

Another condition of funding is the timely submission of program reports to the funding agency. The report should be submitted to the OSRA at least two weeks in advance of the filing deadline. The OSRA will coordinate the required internal reviews prior to the report’s submission to the funding agency.

**Getting applications to OSRA in advance**

Remember to submit your application well before the funding agency deadline so that both the OSRA and the University Administration can make their review and approval. Some applications continue to come in close to the deadline, which creates the possibility that the deadline may be missed.

Remember the proposal development schedule is:

- **Intent Notice**: The PI must submit to the OSRA a Proposal Development Intent Notice, signed by your Department Chair and College Dean, along with a copy of the Request for Proposals from the Funding Agency (RFP), 30 days prior to the Agency’s deadline.

- **Budget Preparation**: You must develop a proposed budget three weeks prior to the agency deadline. Assistance will be provided by the OSRA.

- **Approval Form**: Fifteen days prior to the Agency’s deadline, the PI must provide the OSRA an Approval Form for Sponsored Projects signed by the Department Chair and College Dean, along with an approved Release Time form (if required) with a letter of statement from the Chair how the course load will be adjusted.

When submitting the intent notice and the approval form for new grant applications, you should use the forms provided on the OSRA website, as these have been updated and are the correct forms to use.

**Common errors found**

Some common errors in applications made over the past quarter have to do with fringe benefits. Call the OSRA or consult the OSRA website to make sure you are using the current rates. The current fringe benefits rates are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fringe Benefit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year rate</td>
<td>31% of base salaries</td>
</tr>
<tr>
<td>Summer rate</td>
<td>17.31% of base salaries</td>
</tr>
<tr>
<td>Part time rate</td>
<td>1.45% of base salaries</td>
</tr>
</tbody>
</table>