

And now it's time to play everyone's favorite game, FAMILY FEUD!

I'm your co-host Mike Ludwick and with co-host Judy Mallory today we're going to have some fun. We're going to ask questions of you, the audience, and if you have an answer raise your hand so we can call on you. If your answer is on the board, it will pop up on the screen. If not, you get a strike. Three strikes and you are out.

Let's try a test round with a question that has nothing to do with research administration. For just a little while, pretend you all are normal people. 😊 We surveyed 100 regular people. The top 6 answers are on the board to this question.

What is something that scares the average person?

1. Public Speaking	5. The Dark
2. Spiders	6. Heights
3. Snakes	
4. Death	

In Round 2, we surveyed 100 research administrators. The top 5 answers are on the board for this question:

What systems can you use to submit grant proposals electronically?

1. Grants.gov	5. proposalCENTRAL
2. NSF FastLane	
3. NASA NSPIRES	
4. NIH ASSIST	

It's time for Round 3. We surveyed 100 auditors. The top 5 answers are on the board to this question:

What aspects of proposals could get you in trouble with an auditor?

1. Institutional Base Salary	5. Documenting Large Non-personnel costs
2. Conflict of Interest	
3. Effort Commitment	
4. Costsharing	

1. IBS: It's important to get to get this right or otherwise we may be overstating or understating the costs in the budget. Make sure you know the person's appointment (9, 10, 11, 12 months, for example) and make sure the annualized salary you are using reflects only the base salary before you multiply it by a % of effort or determine the salary for a person-month. An auditor will have field day with us if we are using an IBS that is too high and doesn't exclude activity outside of UVA. (As a reminder, IBS is defined as the annual compensation paid by an institution of higher education for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the institution.)
2. COI: It is important that all investigators have disclosed their Significant Financial Interests (SFI's) in UVA's Financial Interest Reporting System (FIRS) at proposal time if applying for PHS/NIH funding or funding from other sponsors that follow the PHS COI rules. NIH, in particular, could bring the hammer down on us if we submit proposals without PIs disclosing SFI's. It could impose special award conditions, suspend funding or bring some other enforcement action. Remember, for PHS proposals and those sponsors that follow PHS rules, investigators only have to DISCLOSE SFIs. If the proposal is to be funded, then a determination will be made as to whether the SFI is related to the award

or not. It is also important that any subrecipients indicate prior to proposal submission whether they will be following their own PHS compliant COI policy or if they will be using UVA's policy. For other sponsors that don't use the PHS rules, all investigators must have marked the goldenrod correctly to reflect whether or not they have a "personal interest" in the research based on the Commonwealth of Virginia's COI statute.

3. Effort Commitment: Effort needs to be stated appropriately on the budget so that personnel have enough time to complete the project, and, for example, including 3 months of effort if only one is needed would be inappropriate. In addition, all effort listed in current and pending sections needs to be accurate otherwise we are transmitting incorrect information to the sponsor and violating our certification to submit truthful information. Breaking news-- issues surrounding effort were among the reasons the U of Florida recently had to pay a \$20M settlement to the federal government.
4. Costsharing: While we want to minimize costsharing, if we need to include it, it needs to be accurately stated on the budget and on Part 4 of the goldenrod. Make sure you are costsharing items that can be easily identified because auditors will be checking to make sure we costshared what we said we would, otherwise our funding could be jeopardized. And again, please try not to quantify costsharing if it is not required.
5. Documenting large non-personnel costs: Let's say a PI tells you to put in the grant budget a \$100,000 spectrometer. Misstating this amount could be bad because if we overstate the cost a sponsor would think our budget unreasonable (and an auditor would think it inappropriate), and understating it would mean we won't have enough money in our budget. Your best bet is to get some quotes. Ask the PI where the figure came from and to provide some documentation. Sometimes quotes are

required by sponsors for large pieces of equipment, but even if they aren't, get them anyway so no one questions your budgeting methodology. The more expensive the equipment, the more important it is that you get quotes.

Round 4. Speaking of Conflict of Interest, the top 8 answers on the board to this question:

What private sponsors have adopted the PHS/NIH Conflict of Interest Policy?

1. American Cancer Society (ACS)	5. Arthritis Foundation (AF)
2. American Heart Association (AHA)	6. Juvenile Diabetes Research Foundation (JDRF)
3. American Lung Association (ALA)	7. Patient-Centered Outcomes Research Institute (PCORI)
4. Alliance for Lupus Research (ALR) and Lupus Foundation of America (LFA)	8. Susan G. Komen Foundation and CurePSP (Society for Progressive Supranuclear Palsy)

Make sure to check your proposal guidelines to see if a sponsor has adopted the PHS/NIH COI rules and then make sure your investigators are submitting disclosures before submitting proposals.

And now it's the final round, there is only one answer on the board to this question:

NSF recently announced a pilot program in which we would be submitting proposals WITHOUT something we normally have to include. What is that something?

1. A BUDGET!

The Division of Mathematical Sciences is trying out a just-in-time budget pilot. The budget in the proposal to the Mathematical Sciences Infrastructure Program should list zero dollars in FastLane and be blank. A budget

justification will be required, though, so check the guidelines for what information is needed. A full budget and justification will be requested by NSF if the proposal is selected for funding.

*(For reference) The budget justification should be a narrative statement that provides detail about the resources required. The detail should be sufficient for program officers and reviewers to determine that resources are essential, adequate, and appropriate to support the project being proposed. Except for large equipment purchases, dollar amounts need not be included.*

*In the budget justification, information must be provided for the items listed below (if they are being requested):*

- *Total number of person-months of Senior Personnel salary for the entire project (such as 3 months, 6 months, etc.);*
- *Number of postdoctoral scholars, graduate or undergraduate students, administrative and clerical staff, and a brief overview of their respective roles in the project;*
- *Equipment purchases, including estimated cost;*
- *Number of domestic and foreign trips anticipated, their necessity for the project, as well as the number of travelers and the location of the trip, if available;*
- *Number of project participants for whom travel, stipend, etc., support is requested;*
- *Pertinent materials and supplies to be purchased, consultant services, etc.; and*
- *Any subawards, to whom, and a brief description of the work to be performed.*

Mike: Thanks everyone for playing! I'm Mike Ludwick.

Judy: And I'm Judy Mallory. See you next time on...

Both: FAMILY FEUD!