Overview of the Office of Research and Sponsored Programs

Office of Research and Sponsored Programs
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Office of Research and Sponsored Programs (ORSP)

Exists to support a culture of intellectual inquisitiveness and scholarly activity on the UT Martin campus.

Encourages and supports scholarship by promoting access to research funding through competitive internal and external grants designed to help faculty members launch research projects.

Aids and supports both faculty and staff in obtaining external funding through activities such as subscribing to grant databases and providing technical help with grant applications.
Office of Research and Sponsored Programs (ORSP)

The ORSP serves as the designated official unit on campus responsible for reviewing and analyzing proposals before submission.

All proposals, grants, and contracts MUST be submitted through the ORSP so that compliance with various sponsors, university, or other regulations and guidelines pertaining to external funding can be assured.
How ORSP Can Help You

• Identify funding opportunities
• Distribute grant-related information to faculty and administrators
• Organize and support the development of grant proposals and budgets
• Facilitate grant writing workshops to assist faculty in developing competitive proposals
• Review and approve proposals before submission to ensure compliance with both UT Martin standards and sponsor requirements
• Assist with research and statistics needed for proposal development
• Review and synthesize contracts and subcontracts awarded to the university
## Roles and Responsibilities

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<tr>
<th>ORSP Grant Specialist</th>
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<td>Assists faculty/staff with pre-proposal planning, proposal development, budget development, and submission of grants to funding agency</td>
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<th>Principal Investigator (PI)</th>
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<td>Also known as Project Director, the PI is the individual responsible for and held accountable for the development, implementation, and management of a sponsored project or program</td>
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<td>Responsible for notifying department chair or dean and the grant specialist of their intent to submit grant proposal</td>
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<th>Sponsored Projects Accountant</th>
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<td>Coordinates post-award administration</td>
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<td>Ensures all proper finance compliance</td>
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<td>Provides invoices and reports to sponsors</td>
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<td>Provides training to university personnel on accounting for sponsored projects</td>
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<td>Provides regulatory guidance to PIs and department heads</td>
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<th>Contracts Coordinator</th>
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<td>Official university contact for contracts and agreements who ensures compliance. The Chancellor and Vice Chancellor for Finance and Administration are the only authorized signers for contracts or cooperative agreements.</td>
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Proposal Process Timeline

- Identify funding opportunity
- Brainstorm project ideas
- Write proposal narrative
- Develop budget and justification
- Identify potential collaborators
- Complete supporting documents
- Submit draft proposal to ORSP for review
- Department Chair/Dean to review proposal for approval
- Revise and refine proposal for submission
- Final proposal compiled and submitted to ORSP
- ORSP submits proposal to funding agency

4 Weeks Before Proposal Deadline : Planning Phase
3 Weeks Before Proposal Deadline : Writing Phase
2 Weeks Before Proposal Deadline : Review Phase
1 Week Before Proposal Deadline : Submission Phase
Identifying Funding Opportunities

ProQuest Pivot
A searchable database of funding opportunities available to UT Martin faculty and staff at https://pivot.proquest.com/

Federal Funding Websites
National Science Foundation, www.nsfd.gov
Proposal Development

The Principal Investigator must review the Request for Proposals (RFP) from the agency to determine if a funding opportunity matches research and goals. Considerations include the following:

- Deadline for submission
- Total funds available
- Expected number of awards
- Eligible applicants
- Required proposal components
- Procedures for submitting
## Proposal Narrative

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<tr>
<td>Proposal Abstract/Summary</td>
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<td>Introduction</td>
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<td>Problem Statement/Need Assessment</td>
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<td>Goals</td>
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<td>Objectives</td>
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<td>Methods or Design</td>
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<td>Evaluation Plan</td>
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<td>Dissemination Plan</td>
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<td>Sustainability</td>
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<td>Key Personnel</td>
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<td>Budget Narrative and Justification</td>
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Budget Development

1. All grant and contract budgets must be prepared in accordance with the UT Fiscal Policies as well as funding agency guidelines.

2. All costs requested must be allocable to the operation of the grant program (not to be used for general departmental purposes).

3. All costs must be allowable by UT policy, sponsor policies, and Uniform Guidance (federal government regulations).

4. All costs must be reasonable and necessary for the performance of the project.
Facilities and Administrative (F&A) Costs

F&A costs, or indirect costs, are incurred for common or joint objectives and cannot be identified with a particular project or activity. These costs will be included in the budget if permitted by the agency.

UT Martin’s predetermined federally negotiated F&A rates:

• 53% for on-campus research projects and programs
• 20% for off-campus research projects and programs
• F&A costs are calculated on salaries and wages only
• The off-campus rate will apply to the entire project if more than 50% of a project is performed off-campus
• UT Martin's cognizant federal agency is the U.S. Department of Health and Human Services
Facilities and Administrative (F&A) Distribution Policy

UT Martin has an F&A distribution policy to stimulate grantsmanship among faculty and staff. The Sponsored Projects Accountant distributes all indirect monies annually according to the following percentages, which are subject to change.

*The appropriate Vice Chancellor will receive these funds for units not reporting through a college.*
• A faculty member may secure administrative approval to be released from some scheduled duties to provide time for research, public service, or related professional activities.

• F&A funds cannot be used to supplement faculty salaries or for course buyouts. Additionally, the Project Directors are not allowed to receive “extra pay” during the academic year for working on a grant.

• The project director’s salary will be released back to his/her department based upon the percentage of time spent on a grant. Please refer to UT Fiscal Policy, FI0207 - Sponsored Projects – Salary Policy for more specific information.

• Faculty and staff receiving salary from a sponsored project may be eligible for incentive payments. All approvals for incentives payments must be processed by July 31st of each grant year to be received. Please refer to UT Martin Faculty and Staff Incentive Plan Research and Sponsored Programs for more information.
All UT institutions use the grants management system Cayuse for routing, approving, and reporting of grant proposals and awards.

Cayuse routing is required for all internal and external grants. Cayuse approval must be completed prior to proposal submission to an external agency.

Access Cayuse at https://tennessee.cayuse424.com – use your UTM ID and password when prompted.

Departments are responsible for proposal entries into Cayuse. Visit UTM Cayuse User Support for instructions and video tutorials. If additional help is needed, please contact your assigned Grant Specialist.
Campus Resources for Research

**Sona Systems**
Cloud-based research and participant management program for organizing and implementing studies with easy access and signup for participants. Visit [Sona Systems at UTM](#) for account setup instructions.

**Qualtrics**
Powerful and flexible web survey tool available to all faculty, staff, and students at all UT campuses enabling survey design, distribution, and analysis. Log into your account at [https://oit.utk.edu/research/websurveys/](https://oit.utk.edu/research/websurveys/).

**ORSP Resources for Grant Writing**
Links to institutional and fiscal data, a compliance checklist, and more at [Resources for Grant Writing](#) webpage
[ORSP Toolkit for Grants](#)
Research Ethics and Compliance Areas

- Responsible Conduct of Research
- Animal Care and Use
- Human Subjects
- Radiation Safety
- Financial Conflict of Interest
- Biological Safety
- Export Controls

Required CITI Training - http://www.citiprogram.org/
Research Ethics and Compliance

**Institutional Review Board for the Protection of Human Subjects in Research (IRB)**

Responsible for reviewing and approving applications involving human subjects in research to ensure that faculty and student researchers are compliant with federal and state regulations and guidelines.

An IRB committee has been designated to approve, monitor, and review research involving human subjects.

**Institutional Animal Care and Use Committee (IACUC)**

Responsible for overseeing the use of animals and animal facilities, and for the review of basic science and biomedical research and teaching activities involving animals conducted at, or in association with, UT Martin.

Ensures that animal care and use complies with all federal, state, and local regulations as well as University policy.

Principal advisory source on humane care and use of animals within the University and, as such, the appropriate body for reviewing and investigating concerns or complaints involving the appropriate care and use of animals.
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