PittResearch Purpose

- Facilitate research of impact
- Identify and catalyze strategic opportunities
- Position the University to lead large research collaborations
- Translate scholarly excellence into commercial innovation and economic partnership
- Maintain the highest standards of research integrity
Pitt Research Offices

Compliance
Office of Research Protections

Awards
Office of Sponsored Programs

Computing & Data
Office of Research Computing

IP, Startups, Industry Partners
Office of Innovation and Entrepreneurship

www.research.pitt.edu
OSP Leadership

Jennifer Woodward, PhD
Vice chancellor for sponsored programs & Research operations;
Authorized Official

Laura Kingsley, MPH, CRA
Director, Office of Sponsored Programs

https://www.osp.pitt.edu/people
OSP Mission and Goals

**Mission Statement:** Office of Sponsored Programs is a nexus of excellence for research resources. We are dedicated to partnering with the University of Pittsburgh research community to secure funding; exchange research materials, data, and ideas; and to build collaborations in an effort to foster creativity, scholarship, and innovation.

**Goals:** Communication, Efficiency, New Services
What does OSP do?

<table>
<thead>
<tr>
<th>What does OSP do?</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review &amp; submit</td>
<td>Review &amp; submit proposals</td>
</tr>
<tr>
<td>Negotiate</td>
<td>Negotiate research agreements</td>
</tr>
<tr>
<td>Activate</td>
<td>Activate awards with Sponsored Projects Accounting (SPA)</td>
</tr>
<tr>
<td>Process</td>
<td>Process prior approval requests</td>
</tr>
<tr>
<td>Issue</td>
<td>Issue outgoing subawards</td>
</tr>
<tr>
<td>Process and submit</td>
<td>Process and submit progress reports and closeouts</td>
</tr>
<tr>
<td>Negotiate and execute</td>
<td>Negotiate and execute non-financial agreements</td>
</tr>
<tr>
<td>Execute</td>
<td>Execute research agreements and modifications/amendments</td>
</tr>
</tbody>
</table>
OSP Lifecycle

SPONSORED PROGRAM LIFECYCLE WITH OSP SUPPORT

Research Development
- Coordinate limited submission process
- Distribute funding announcements
- Deliver informational training sessions
- Identify funding
- Provide informational sources for faculty and trainees

Proposal
- Prepare and route proposal in electronic systems
- Review
- Submit to sponsor

Award
- Receive contract or award
- Notify principal investigator or department
- Negotiate

Activation
- Request documents from departments
- Obtain compliance approvals
- Verify detailed budget

Research Begins
- Sponsored Projects Accounting assigns account number
- Principal investigator begins work

Award Closeout
- Verify that all award requirements are complete

Learn more at osp.pitt.edu
Authorized Official

• The Office of Sponsored Programs is designated as the office to enter into research grants, contracts, and other sponsored agreements on behalf of the University’s faculty, including non-financial research agreements such as MTAs, CDAs, DUAs.

• A Signing Official is a designated individual who has been formally granted institutional authority to legally bind the institution in research matters. The Institutional Signature Authority for the Office of Sponsored Programs is Jennifer E. Woodward, PhD, Vice Chancellor for Sponsored Programs and Research Operations. Researchers and staff members lack legal Signing Official authority to sign on behalf of the University, and if they sign such an agreement on behalf of the University of Pittsburgh, the researcher or staff member could be subjected to legal and financial risks.

• All documents requiring an authorized institutional signature should be routed to the Office of Sponsored Programs for review and signature.
Functional Teams

**Grants Management**
- Proposals and awards with grant mechanisms from federal government or nonprofit organizations
- Progress Reports
- Closeouts including final invention statements
- IPAs
- VA MOUs
- Grant Transfers
- Prior Approval Requests
- Issue outgoing subawards

**Federal Contracts**
- Proposals and Awards with contracts from federal government
- Contract Officer Authorizations (COAs)
- Other Transaction Authority (OTA)
- Membership Agreements
- Non-financial agreements related to Federal Contracts
- CRADAs
- Master Agreements/Task Orders
- Closeouts including final invention statements and CPARS
- Post-Award Revisions
- Issue outgoing subawards
Functional Teams

**Clinical & Corporate Contracts**
- Non-financial agreements (MTAs, DUAs, NDAs)
- Industry-funded agreements
- Issue Outgoing Subawards
- Proposals for industry funding and/or materials/data without funding
- Internally-funded (04) outgoing subawards

**Research Development**
- Targeted funding opportunities
- Multi-disciplinary connections
- Limited submission process
Functional Teams

Fee-For-Service

• Started in 2021
• Client-initiated service agreements
• Uses University-approved contract template with little to no negotiation expected
• University has no expectation to collaborate with external client or co-author any publications from service
• Adherence to University Financial Guideline
OSP Stats – FY23

- > 4400 proposals submitted
- > 1600 new awards received
- > 4800 modifications processed in MyFunding
- > 1800 subawards & amendments issued
- > 2300 nonfinancial agreements executed
- FY23 total research expenditures were > $1.15B
Non-Financial Agreements and Funded Award Negotiation Tracking [myra.pitt.edu]

Proposals and Award Management [peris.pitt.edu]

Outgoing Subaward Request Form (Contraxx) [pi.tt\subawards]

University of Pittsburgh SUBAWARD REQUEST FORM
System Goals

- Electronic routing & processing
- Transparency
- Reporting
- Communication
- Deadline Tracking
- Compliance
Roles & Responsibilities: PI

- Responsible for the preparation of the detailed technical proposal/research plan and corresponding budget that conforms with sponsor guidelines
- Ensuring compliance with the terms and conditions of the sponsored award including compliance with Federal and agency regulations and financial requirements
- Authorization, supervision and monitoring of the project spending
- Ensure that timely financial adjustments are made and technical reports, progress reports and intellectual property reporting information for the sponsor is completed to expedite the closeout of the award
Roles & Responsibilities: Departmental Administrators

- Review RFP closely; follow instructions
- Communicate regularly with PIs
- Assist PI with Project Budget, incorporating correct fringe/IDC rates
  - Initiation of subaccounts
- Obtain documents & approvals
  - Attachments
  - Signing pages
  - Compliance approvals (ex: IRB)
  - Subaccount coordination
- Routing in electronic systems
Roles & Responsibilities:

OSP

- Act as authorized official for University
- Review Proposals for completeness, rates, compliance, and broader issues (ex: foreign involvement review, IT security)
- Internal 4 business day deadline
- Review against sponsor guidelines, University policies
- Budget review (correct rates, caps, etc.)
- We do not review science for its merit; but we ensure all attachments are allowable (ex: NIH does not allow appendices in most cases)
- Restricted Party Screening, as applicable
- Appropriate approvals & documentation from external collaborators
- Certain compliance checks (ex: R&D approval required before proposal submission)
- Terms & Conditions that must be accepted at time of proposal

Pitt Research
Office of Sponsored Programs
Roles & Responsibilities: OSP

- Act as authorized official for University
  - Review, negotiate, and accept awards on behalf of the university (Note: awards are made to University, not PI)
  - Negotiate terms to be consistent with University policy and protect faculty and university
    - Publication
    - Intellectual property
    - Indemnification
    - Ownership
- Determine & draft appropriate agreements
- Work closely with other central offices
  - ORP (IRB, IACUC, COI)
  - IT
  - SPA
  - Purchasing
  - UCIS
  - Innovation Institute
  - OTC
Gifts That Support Projects Policy

• Purpose and Background
  • To provide guidance and clarity to faculty seeking non-federal support from philanthropic funders
  • To articulate steps required to navigate process
  • To detail approach to negotiating, accepting, classifying, and administering gifts received to support projects

Policy AO 46 effective March 21, 2022

policy.pitt.edu/ao-46-gifts-support-projects
## Sponsored Project vs. Gift

<table>
<thead>
<tr>
<th>Sponsored Project</th>
<th>Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Formal peer-reviewed proposal process in response to FOA/RFP</td>
<td>• No peer-reviewed competitive proposal process</td>
</tr>
<tr>
<td>• Funding is conditional and/or revocable</td>
<td>• Funding is generally irrevocable</td>
</tr>
<tr>
<td>• Specific deliverables expected</td>
<td>• General University obligations</td>
</tr>
</tbody>
</table>
## Sponsored Project vs. Gift

<table>
<thead>
<tr>
<th><strong>Sponsored Project</strong></th>
<th><strong>Gift</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Restrictions on use of funds</td>
<td>• Expenditures do not require approval by donor</td>
</tr>
<tr>
<td>• Specific scope of work</td>
<td>• May be combined with similar philanthropic funds</td>
</tr>
<tr>
<td>• Line-Item budget</td>
<td>• Does not have detailed project budget</td>
</tr>
<tr>
<td>• Specific Performance Period</td>
<td>• Generally, has no Performance Period</td>
</tr>
<tr>
<td>• Return of unexpended funds</td>
<td>• No expectation of return of funds</td>
</tr>
</tbody>
</table>
### What to Expect from OSP?

<table>
<thead>
<tr>
<th>Communication</th>
<th>New services to adapt to University needs and changing research landscape</th>
<th>Trainings</th>
<th>Partnership</th>
</tr>
</thead>
</table>
| • Staying updated on status of agreements  
• Clear direction on what is (still) needed for processing  
• Helpful attitude  
• News and tips (sign up for our listserv!) | PERIST™ Project  
Fee-For-Service  
Pitt Research Concierge | FSDP | Don’t be shy! We like getting to know everyone and help.  
Contact us early with questions or concerns! |

---

*PittResearch Office of Sponsored Programs*
Questions

Laura Kingsley, MPH, CRA
Director
laura.kingsley@pitt.edu
412-383-4095
Overview of Research Development Resources

Tobias E. Rodriguez, Ph.D.
Assistant Director for Research Development

Megan Hall, MPPM
Proposal Project Manager
Engagements with Pitt-Greensburg

- Jordan Boothe, Ph.D.
  - Major Research Instrumentation (MRI) Program: Instrument Acquisition or Development

- Pilar Maria Herr, Ph.D.
  - Pitt Momentum Funds
Research Development efforts

1. Manage Limited Submission processes
2. Identify funding opportunities
3. Provide development resources and services
4. Advise programs and investigators
5. Manage Pitt Momentum Funds (Internal)
What resources are available at Pitt?

1. Funding resources
   - Limited Submissions
   - Pivot
   - Internal funding
   - Foundation funding

2. Development resources
   - Newsletter
   - RD Team website
Funding Resources
What is a Limited Submission?

- Any opportunity where the sponsor limits the number of applications Pitt can submit
  - Limit on # of nominees or applications (dept, schools, and university)
  - Limit on type of applications
- Typically listed in ‘eligibility’, ‘additional eligibility’ or FAQs
- 25-30% of opportunities are limited submission
- Require Pitt to run internal selection process
Examples of Limited Submissions

Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)

Limit on Number of Proposals per Organization: 2

An institution may submit up to two proposals (either as a single institution or as a subawardee or a member of an inter-institutional consortia project (lead or co-lead) for a given S-STEM deadline. Multiple proposals from an institution must not overlap with regard to S-STEM eligible disciplines. See Additional Eligibility Information below for more details (see IV. Eligibility Information).

Strengthening Institutions Program (SIP) (Title III Grants)

**Who May Apply:** (by category) Institutions of Higher Education (IHEs)

**Who May Apply:** (specifically) IHEs that meet certain eligibility requirements may apply.
Limited Submissions process

- Announcement Phase
- Selection Phase
- Application Phase
Limited Submission phases

1. Announcement phase
   - Time = one month

2. Pre-application phase
   - Applicants submit requested materials to InfoReady

3. Selection Phase
   - Applicants reviewed by ad-hoc committee of peers
   - Time = three weeks

4. Application Phase
   - Candidates develop applications for sponsor
   - Support from RD, OOHRS, and CFR
   - Time = up to two months
InfoReady for Limited Submissions

Limited Submissions and Nominations

限制性提交和提名

有以下机会限制。申请或提名的截止日期可能会有所不同。未通过内部竞争的候选人和申请将被拒绝。为了申请，必须提交一个内部申请。所有问题应通过适当的程序提出。

Limited Submissions

过程概述

有限提交和提名须经校高级副校长批准。有关于如何申请有限提交机会的详细信息，请参阅Pitt Research开发团队提供的有限提交过程概述。申请的详细信息可以在这里找到。

For more information on limited submissions, awards and funding opportunities, subscribe to the newsletter.

相关资源

- PI Research
- Office of Sponsored Programs
- Pitt Research Development
- Funding Opportunities
- Research Development Weekly Funding Newsletter
- Pivot (Funding Database)
- Pitt Research Navigator
- Proposal Editing Service
- Office of Research Health Sciences
- PAF Corporate and Foundation Relations

技术问题请发送到support@infready4.com

https://upitt.infready4.com/#limsub
Limited Submissions exceptions

- Standard posting time for an opportunity not listed on InfoReady is one week

- Pre-application period can be shortened depending on the due date
Pivot funding database

- Aggregates > 8000 funding agencies
- Federal, non-federal and non-U.S.
- Accessed via MyPitt
- Able to save searches and create alerts
- Keyword-based

https://pivot.proquest.com/dashboard
Pivot funding database

https://pivot.proquest.com/dashboard
Development Resources
Research Development team site

Research Development

About Pitt Research Development
The Research Development team is comprised of strategic, service-oriented individuals that support researchers and scholars at the University of Pittsburgh. We identify funding opportunities to achieve research and career goals; manage limited submission grants and awards; advise on funding, proposal, and submission strategies; and offer resources to support the development of faculty and staff. We are strategic, service-oriented, and passionate about the idea of what can be.

Funding Opportunities ➞
Access an overview of funding opportunities provided by the RD team to help support research and scholarship for faculty and staff at the University of Pittsburgh. Please contact the Research Development team for help looking for funding specific to your efforts.

Funding Resources ➞
The Research Development team curates resources for the Pitt research community such as workshops, tutorials, and documents to support research and scholarship needs.

Contact Research Development
Reach out to the Research Development team for assistance with finding funding.

SCHEDULE A MEETING WITH THE RD TEAM

https://www.osp.pitt.edu/research-development
Weekly newsletter

- Circulated 5,600 FOAs and Limited Submissions (FY23)
- Lists specific to:
  1. Computer Science / Networking
  2. Education
  3. Engineering
  4. Health Sciences
  5. Humanities
  6. Life Sciences
  7. Social Sciences
Internal funding resources

Access internal funding opportunities across campus by using the dropdown menus below. Contact the Research Development team or the program's corresponding office with any questions about a particular opportunity.

NOTE: The Research Development team is actively updating internal funding information for the 2023-2024 academic year. Please continue to check back frequently for updates.

Jump to Internal Funding Opportunities:
- Office of the Senior Vice Chancellor of Research
- Center for Medical Innovation
- Clinical and Translational Science Institute
- Frederick Honors College
- Humanities Center
- Institute for Cyber, Law, Policy, and Security
- Mascaro Center for Sustainable Innovation
- Office of Research, Health Sciences

Office of the Senior Vice Chancellor of Research (OSVCR)

- Pitt Momentum Funds

Center for Medical Innovation (CMI)

- Early-Stage Medical Technology Research and Development
# Contact us

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobias Rodriguez</td>
<td><a href="mailto:ter57@pitt.edu">ter57@pitt.edu</a></td>
</tr>
<tr>
<td>Megan Hall</td>
<td><a href="mailto:mmh67@pitt.edu">mmh67@pitt.edu</a></td>
</tr>
<tr>
<td>Mary Hart</td>
<td><a href="mailto:mah783@pitt.edu">mah783@pitt.edu</a></td>
</tr>
<tr>
<td>Scylla Humbert</td>
<td><a href="mailto:smh225@pitt.edu">smh225@pitt.edu</a></td>
</tr>
<tr>
<td>Email list</td>
<td><a href="mailto:researchdev@pitt.edu">researchdev@pitt.edu</a></td>
</tr>
</tbody>
</table>

[www.osp.pitt.edu/research-development](http://www.osp.pitt.edu/research-development)

[https://outlook.office365.com/owa/calendar/ResearchDevelopmentOfficeHours@pitt.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/ResearchDevelopmentOfficeHours@pitt.onmicrosoft.com/bookings/)
Funding opportunity resources

- NSF Limited Submissions listing
  - [https://www.nsf.gov/funding/pgm_sro.jsp](https://www.nsf.gov/funding/pgm_sro.jsp)

- Pivot tutorials
  - [https://knowledge.exlibrisgroup.com/Pivot/Product_Documentation/Searching_for_Funding_Opportunities#Basic_Text_Search](https://knowledge.exlibrisgroup.com/Pivot/Product_Documentation/Searching_for_Funding_Opportunities#Basic_Text_Search)
Grants Management Overview

Zack Byrnes
Associate Director for
Grants Management and Contracting
OSP Processing Teams

• Assignments divided according to prime funding source

• Three “processing” teams:
  • Grants Management Services
  • Clinical and Corporate Contract Services
  • Federal Contract Services
Grants Management Services
Team Overview

Proposals and Awards funded by:

- Federal Sponsors (US Government)
- NIH, NSF, DOD, etc.
- Grants and Cooperative Agreements
- State and Local Governments
- Non-Profit and Foundation Sponsors
- Most Foreign Sponsors

Affiliated Non-Financial Agreements:

- Membership Agreements
- Consortium Agreements
- IP Management Agreements/Plans
Grants Management Services
Team Overview

Proposals/Incoming Awards
- Grants Intake Coordinator
- Three (3) Administrative Coordinators
- Three (3) Grants Analysts
- Five (5) Grants and Contracts Officers
- Two (2) Contracts Officers

Outgoing Subawards
- Two (2) Subaward Analysts
- Two (2) Subaward Officers

Leadership
- Assistant Director for Grants Management
- Associate Director for Grants Management
Project Lifecycle Overview

1. Pre-proposal (LOI/White Paper)
2. Proposal
4. Award (Activation)
5. Progress Reports (RPPR)
6. Amendments and post-award award revisions
7. Closeout (FIS, FRPPR, FFR)
Grants Management
Points of Contact

• Administrative Coordinators
  • Award activations

• Grants Analysts
  • Simple Proposals
    • NSF, NIH R21, R03, and K
    • NIH Progress Reports (RPPR) and Just-In-Time (JIT)
    • No-Cost Extensions Requests
    • NIH Closeout Documents
      • Final Invention Statements (FIS) and Final RPPR
      • Relinquishing Statements
Grants Management
Points of Contact

• Grants and Contracts Officers
  • Complex Proposals
    • NIH R01
    • All other federal agencies: DOD, DOE, Department of Education, etc.
    • State and local governments
    • Foundations/non-profits
  • Complex award amendments
  • Prior approval requests and other sponsor communications

• Contracts Officers
  • Complex award review and negotiation
Grants Management
Points of Contact

• Subaward Team
  • Subaward Officers
    • Initial subaward drafting and negotiation
  • Subaward Analysts
    • Subaward amendments
Proposal Submissions

• OSP reviews all proposals for sponsored programs
• Route all proposals for school and OSP review using the PERIS™ MyFunding system
  • electronicresearch.pitt.edu
• MyFunding streamlines internal reviews, documents required approvals, and serves as the legal file of record
Proposal Submissions

• Internal Proposal Submission Deadline
  • Route proposals to OSP in MyFunding at least four (4) business days prior to the sponsor’s deadline
  • On-time submission allows for:
    • Appropriate review of solicitation and proposal documents
      • F&A rates
      • IDC rates
    • Consultation with other Pitt central offices
      • COI disclosures
    • Negotiation of any required terms and conditions
    • Resolution of technological issues
Proposal Submission Resources

- Common Elements of a Proposal
  - Cover Page
  - Abstract/Scope of Work (SOW)
  - Budget and Budget Justification
  - Biographical Sketch/CV
  - Proposed Subrecipient Documents
    - Signed Statement of Intent
    - SOW, Budget, Justification, FCOI Documentation
  - Sponsor-specific requirements
- www.osp.pitt.edu/GMS-common-elements-proposal
Awards
Grants and Contracts

- Wide array of terms and conditions governing performance
  - Simple grant letters
  - Complex contractual requirements
- Only OSP is authorized to negotiate on behalf of the University
  - OSP provides institutional endorsement and serves as the Authorized Institutional Official
- Investigators and departments should read and understand awards
Awards
Grants and Contracts

• Financial award setup is tracked in MyFunding under an AWD record
  • Budget, personnel, SOW, internal approvals

• Detailed negotiations tracked in MyRA
  • SRA (Sponsored Research Agreement) record
Awards
Grants and Contracts

• Common Contract Issues
  • Intellectual Property
    • Data rights, copyright, deliverables
  • Indemnification and Liability
  • Confidential Information
  • Publication Rights
    • Delays and restrictions
  • Invoicing and Budget Structure
    • Ensure invoicing structure is appropriate to the project
    • Be wary of terms that may require additional expenses (IT security costs)
• Applicable laws and regulations
  • Can we comply?
Awards
Account Activation

• Fully executed agreement
  • Signature/acceptance by both sponsor and the University
• Award is “activated”
  • Sent to Sponsored Projects Accounting (SPA) to establish account number
• Officially approved to begin work on the project
OSP Post-Award Activities

• Outgoing Subawards
  • Requested and processed in MyRA under SWD (subaward) records
  • Legacy Contraxx system retiring in January 2024

• Award amendments
  • NIH Revised NOAs
  • Budget and period of performance changes
  • Scope and Personnel changes
  • May require prior approval requests

• Award Closeout
  • Final Invention Statements (FIS) and Final Progress Reports (FRPPR)
  • Relinquishments
Questions?
The Pitt Research Concierge Program: Resources for Faculty

December 19, 2023

Kerri Jackson (she/her)
Assistant Director of Strategic Initiatives

Christine Barberio
Senior Grant Writer

Stefanie Coburn
Pitt Research Navigator
Pitt Research Concierge Program Goals

- Reduce administrative burden on faculty
- Enhance the competitiveness of research proposals
- Expand the scope and reach of research development services to all schools and campuses
Pitt Research Concierge Team

Kerri Jackson
Assistant Director of Strategic Initiatives

Christine Barberio
Senior Grant Writer

Stefanie Coburn
Pitt Research Navigator
Pitt Research
PROPOSAL EDITING SERVICE

Give Your Proposal the Editing Edge
pittresearchproposaleditor@pitt.edu

Get Started ➤ osp.pitt.edu/pittresearchproposalediting
Proposal Editing Service

- Offers a full range of proofreading and copy-editing services
- For all types and sizes of externally sponsored funding proposals
- University-wide
- For Pitt faculty members from any campus, school, and discipline
This Service Will...

- **Confirm**
  - Confirm adherence to proposal guidelines

- **Suggest**
  - Suggest ways to strengthen significance and impact

- **Correct**
  - Correct grammar and spelling errors

- **Ensure**
  - Ensure optimal clarity, organization, and grantsmanship

- **Identify**
  - Identify inconsistencies and red flags

- **Verify**
  - Verify that resubmissions address reviewer concerns

- **Improve**
  - Improve formatting
This Service Will Not...

- Critique: Critique the science
- Review or Develop: Review or develop budgets
- Write: Write sections of the proposal
- Edit: Edit figures, tables, references, manuscripts, or documents
- Assist: Assist with graphic design, completing forms, or obtaining documents
Return of Edits

Within 10 business days

Edits and comments tracked

Follow-up review offered, time permitting
Pitt Research Navigator

Your Connection to Research Resources
pittresearchnavigator@pitt.edu

Get Started ➔ research.pitt.edu/pitt-research-navigator

QR Code
## Pitt Research Navigator Goals

<table>
<thead>
<tr>
<th>Deliver</th>
<th>Connect</th>
<th>Reduce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver personalized customer service for faculty and research-related staff</td>
<td>Connect faculty and research-related staff to the resources services and offices needed to move research projects forward</td>
<td>Reduce research-related administrative burdens and promote operational efficiency</td>
</tr>
</tbody>
</table>
Examples of Navigator Connections

Finding a central research office contact
Conflict of Interest (COI)
Grant writing resources
International research
Data management
Institutional letters of support

And many more!
Navigator Process

Submit a question to Navigator via email or webform

Navigator contacts research resources to find the appropriate connection

Navigator performs warm handoff between customer and appropriate resource
Questions?

Kerri Jackson

jacksonk@pitt.edu