

This UTIA Office of Sponsored Programs (OSP) special edition newsletter for Summer 2019 is limited to passing along vital, timely information during this busy proposal season.

First, we are happy to announce changes in our office staff. We will soon have a new OSP coordinator, Shannon Kite. Shannon currently works in Family and Consumer Sciences, where he serves as Accounting Specialist. We look forward to welcoming him to OSP in late June. Also, congratulations to Everly Manes, who will be moving from a coordinator II to a coordinator III position in our office.

Thank you for your continued support and collaboration on sponsored programs at UTIA.

Successful Submissions: Working with your Office of Sponsored Programs

Since we are beginning the busy USDA NIFA AFRI season, please *help us help you*, by sticking to our 3-business-day deadline for proposals. The deadline requires a proposal be **approved in Cayuse and ready to submit** 3 business days **before** a deadline. You can find a generic timeline to meet this deadline available on the UTIA OSP 3-day business deadline website. Here are some tips to help submissions go smoothly, especially during this busy time:

Contact OSP: As always, if you think you may submit a proposal or an organization has contacted you about potential funding, send a message to aggrant@utk.edu immediately.

Letter of Intent: If you have submitted a letter of intent to USDA or another sponsor and haven't sent it to OSP, *please send it today* to aggrant@utk.edu.

Pre-proposals and letters of intent need to be routed in Cayuse before submission if they

- include line-item budget,
- include match, or
- need to be submitted or signed for by an official Authorized Organizational Representative.

If you are unsure, email aggrant@utk.edu to check.

Collaborators and PI Documents: Be sure your coordinator knows about all participants as early as possible. As many of you know, proposals with subawards and other non-UTIA collaborators take additional time. NIFA has a new requirement about the limitation on indirect cost, so subaward budgets should be finalized at least 3 weeks before the deadline, instead of the normal 2 weeks.

- Key personnel should send PI documents (Biographical Sketches, Current & Pending Support, and Conflict of Interest lists) to your coordinator, copying sponsoredprograms@utk.edu.

Communication: Keep in mind that your OSP coordinator will be juggling many proposals and awards, so your communication with each other is key.

We will try to answer your e-mail promptly and set up a time with you when a face-to-face meeting is needed.

Please be responsive to e-mails (even if you don't have all the answers) and schedule meetings with coordinators, so they are ready for your visit and can make the best use of your time.

Expect responses from your coordinators during normal working hours. If you need a more immediate response, contact Jane Burns at janeburns@utk.edu or 865-548-7453.

Last-minute Changes: If documents need to be changed after the 3-day business deadline, the PI should make the changes and provide ready-to-submit documents to your coordinator. When changes are made at the last minute, the final proposal submitted is likely to have inconsistencies and errors. Most changes to proposals and budgets cause a ripple effect in many documents to be submitted, as well as Cayuse and our internal database. Last minute changes cause coordinators to take attention from proposals that are running according to timeline.

NIFA – Limit on Indirect Costs/F&A >>>

NIFA now limits all indirect costs to 30% of Total Federal Funds (TFF). The lead applicant gets F&A on the first \$25,000 of subaward budgets, which has led to NIFA's new interpretation. Therefore – and also for simplicity sake – UTIA has opted to “take the hit” when we are lead. We think trying to spread this to all participants will be a nightmare, since 30% TFF is a moving target. Here is our method when we are lead:

- Encourage PIs to set a total for each sub, for instance \$100,000 to include direct and indirect costs. That way, we will know the maximum F&A to expect from each.
- Set a deadline for sub budgets a week before normal, to allow us to deal with ensuring all F&As, added together, are less than 30% of our total request (TFF).
- Require our subs to limit their F&A to the lower of (1) 30% of their request and (2) their negotiated rate. (If we have subs using 10% and others that could exceed 30% of their total request, we will discuss with NIFA.)
- Add all F&A together (ours and all subs). If using our negotiated rate leads to exceeding 30% TFF, we will reduce our portion (as lead), reducing either F&A or a non-F&A bearing cost.

When we are not lead on the proposal, we will request (and have requested) the lead institution do the same.

USDA NIFA AFRI Requests for Applications (RFAs)

- [Foundational and Applied Science](#)
- [Sustainable Agricultural Systems](#)
- [Education and Workforce Development](#)

For additional information see USDA NIFA AFRI website at <https://nifa.usda.gov/program/aqriculture-and-food-research-initiative-afri>

Learning and Outreach >>>

Mark your calendar for the next **Responsible Conduct of Research (RCR) Workshop**, led by Dr. Neal Stewart on Thursday, July 11. This will be a 2-hour lunch workshop. Watch for the e-mail invitation the week before or contact janeburns@utk.edu with any questions.

Thanks to everyone who joined us – in person or via Zoom – for the **Sponsored Projects: Pre- and Post-Award Overview** last month. The presentation materials and recorded session are available at the UTIA OSP website – Quick links section [Workshops & Learning Opportunities](#). Current contacts can be found at [Who to Call](#), which is also re-printed in this newsletter.

Library Resources: Mike Morrison Approach to Scientific Posters >>>

This month, UT Libraries is raising awareness of the Mike Morrison approach to scientific posters, featured recently on NPR! The approach optimizes the process with goal to forward science.

Details are on the guide here <https://libguides.utk.edu/Veterinarymedicinestudentsguide/posters>

Contact: Ann Viera - annviera@tennessee.edu or 974-9015

Who to Call....

	Department	OSP	SPA
Pre-award (Proposal) Stage			
Start working on a proposal		aggrant@utk.edu * ASAP	
Proposal preparation (requirements, formatting, Cayuse, etc.)		Coordinator: http://agriculture.tennessee.edu/sponsoredprograms/contacts.asp	
Proposal budget (before sharing with sponsor)		Coordinator: UT/sponsor guidelines, UT/sponsor budget forms	
Submit proposal		Federal – OSP Dir./Asst. Dir. Other – Coord. (PI may be able to submit after OSP approval)	
Award Stage			
Forward award or draft contract to		aggrant@utk.edu	
Confirm you approve budget, scope of work, terms and conditions of award (and subawards, if applicable)		Coordinator **	
Negotiate contract terms		rxhafera@utk.edu	
Negotiate and set up subaward		rxhafera@utk.edu	
Award in Cayuse		aggrant@utk.edu	
Request new account and post budget		aggrant@utk.edu	
Set up new account			agspa@utk.edu
Post-award			
Help monitor performance & spending	Business Manager		
Budget amendments			agspa@utk.edu
Change in key personnel, no-cost time extensions		aggrant@utk.edu	
Prepare/submit financial reports (SF-425)			agspa@utk.edu
Submit progress reports		aggrant@utk.edu if required to submit	
Award close-out			agspa@utk.edu **
Other activities/questions			
Faculty Incentive Plan request	CVM - Business Manager at time of award	Extension or Research - Coordinator at the time of the proposal	
Non-exchange check	Business Manager		
Confidentiality/Non-disclosure agreement		aggrant@utk.edu	
Material transfer agreements (materials in-coming or out-going) – send draft agreements or request MTA		aggrant@utk.edu	
Intellectual property issues		rxhafera@utk.edu janeburns@utk.edu (or UTRF https://utr.f.tennessee.edu/)	
Compliance issues		janeburns@utk.edu or http://agriculture.tennessee.edu/sponsoredprograms/compliance.asp	

*aggrant@utk.edu & extensiongrants@utk.edu are interchangeable.

** Business manager may advise.

Who to Call....

UTIA Office of Sponsored Programs – Jane Burns, Rumira Xhaferaj, or coordinator
aggrant@utk.edu or extensiongrant@utk.edu (ext. 4-7357)
<http://agriculture.tennessee.edu/sponsoredprograms/contacts.asp>

UTIA Sponsored Projects Accounting:

AgResearch:

Department Business Manager

AgSPA@utk.edu or Joan Webb (jwebb44@utk.edu; ext. 4-7278)

Extension/CVM:

Department Business Manager

AgSPA@utk.edu or Janelle Alexander(jpresco1@utk.edu; ext. 4-7447)

Unit Budget Officers:

Missy Kitts, Extension (jmkitts@utk.edu; ext. 4-7113)

Tonya Kenley, CVM (tcromwel@utk.edu; ext. 4-0988)

Cyndie Nichols, AgResearch (cnichols@utk.edu; ext. 4-7122)

Amy Stover, Herbert College, UTIA Administration (amwallace@utk.edu; ext. 4-7453)

Tim Fawver, CBO to Chancellor (tfawver@utk.edu; ext. 4-7108)

Departmental Business Managers:

- [4-H & ALEC](#) – Lela Moore (lmoore7@utk.edu)
- [Agricultural & Resource Economics](#) – Chris Rhodes (crhodes7@utk.edu)
- [Animal Science](#) – Heather Means (hmeans@utk.edu)
- [Biosystems Engineering & Soil Science](#) – Nicole Leverton (ngott@utk.edu)
- [Biomedical & Diagnostic Sciences](#) – Emily Dyke (edyke@utk.edu)
- [Center for Renewable Carbon](#) – Lyssa McKenry (lmckenry@utk.edu)
- [Entomology & Plant Pathology](#) – Kimberly Campbell (kcamp@tennessee.edu)
- [Family & Consumer Sciences](#) – Vicky Friend (vfriender1@utk.edu)
- [Food Science](#) – Davean Brown (dtbrown@utk.edu)
- [Forestry, Wildlife & Fisheries](#) – Lisa Widener (lcashion@utk.edu)
- [Large Animal Clinical Sciences](#) – Catheryn Hance (chance1@utk.edu)
- [Plant Sciences](#) – Sherri Dugger (sdugger@utk.edu)
- [Small Animal Clinical Sciences](#) – Cindy Knisley (cknisley@utk.edu)

*We appreciate the opportunity to be part of your team and
look forward to a successful AFRI season.*