

CNR New Faculty Orientation

Friday, February 17, 2017,

1:00PM – 4:00PM

Biltmore Hall, Room 2006

CNR RESEARCH OFFICE

Research Office Staff



*Irma Rose,
Admin Asst*



*Marian McCord,
Associate Dean*



*Rory Loycano,
Director Res. Admin.*



*Lenise Sellars,
Preaward Manager*



*Zanna Swann,
Proposal Processor*



*Christine Epps,
Accountant FER*



*Ellen Sanders,
Post Award Officer*

“Who you gonna call” when for example

- You want to know about upcoming solicitations?
- What is the proposal process in CNR?
- What and Where is PINS?
- How do I know if my COI, NOI and lab safety plan is up to date? What about IRB, IACUC?
- Cost share is required, what do I do?
- How is my proposal submitted?
- Who submits the proposal?
- What happens once my proposal is submitted?
- Where do I find post submission information?
- I know I have been awarded, what do I do?
- Where do I find post award information?
- What is Wolf Reports?
- Who will help me manage my account and assist with HR and purchasing needs?
- I need to make changes to my award?
- How do I find information about my project?



You want to know about upcoming solicitations?

NCSU Limited Submissions http://lists.ncsu.edu/cgi-bin/mj_wwwusr?user=&passw=&func=lists-long-full&extra=funding

Grants.gov <http://www.grants.gov/web/grants/manage-subscriptions.html>

NSF https://nsf.gov/funding/pgm_list.jsp?ord=date&org=NSF

NIH <https://grants.nih.gov/grants/guide/listserv.htm>
infoED <http://infoedglobal.com/>

Contact preaward at preaward_cnr@ncsu.edu



What is the proposal process in CNR?

Lenise Sellars

Zanna Swann

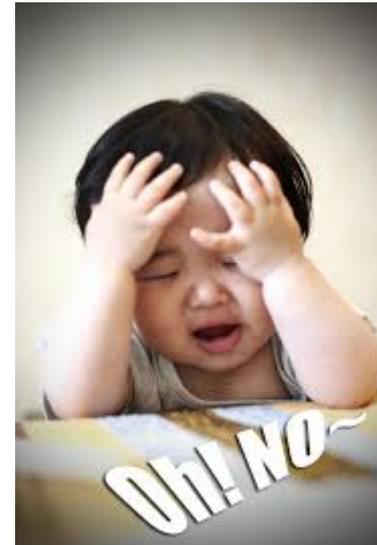
preaward_cnr@ncsu.edu

- 9 business days before due date (or sooner) send a copy of the draft budget, draft justification and rfp to your department head and preaward_cnr@ncsu.edu. Preaward staff will start your PINS.
- 8 business days before due date (or sooner) initiate PINS and send the PINS number and a copy of the draft budget, draft justification and rfp to your department head and preaward_cnr@ncsu.edu. Preaward staff will start your PINS.
- 5 business days before due date, final budget and justification to college research office
- 4 business days before due date, cost share confirmation (cost share memos to research office)
- 3 business days before due date, PINS at CRO level and final submission to the CRO proposal processor

What if I miss the deadline?

Requests for exceptions to these deadlines must be submitted from the Department Head to the Associate Dean for Research.

Note: Please use the preaward_cnr@ncsu.edu address whenever communicating with the CRO regarding pre-award functions.



What and Where is PINS?

Lenise Sellars

Zanna Swann

Preaward_cnr@ncsu.edu

Stop by 2023 Biltmore

Call 919-515-2890



Project **I**nformation
and **N**avigation **S**ystem
[https://research.ncsu.edu/
sparcs/systems-portal/
pins/pins-help/#b](https://research.ncsu.edu/sparcs/systems-portal/pins/pins-help/#b)

How do I know if my COI, NOI and lab safety plan is up to date? What about IRB, IACUC?

Lenise Sellars

Zanna Swann



What does PINS look like?

NC State Home RESOURCES

PROJECT
INFORMATION +
NAVIGATION
SYSTEM (PINS)
Help Line: 919.515.4267



PROPOSAL - NEW

Project Info	Sponsors / Subs / Deadlines	Proposal Info / Docs	Abstract	Additional Characteristics	Impacts	Reg. Compliance	CS / Locations	Approvals / Routing
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***Project Title**

Please add title and save proposal before adding investigators.

Lead College:

Lead College Processor:

Financial OUC:

Center:

Instructions to SPARCS (please note if RFP or proposed contract have been uploaded):

Add a comment (enter your comment and click Save or move to a new tab -- comments cannot be edited once added)

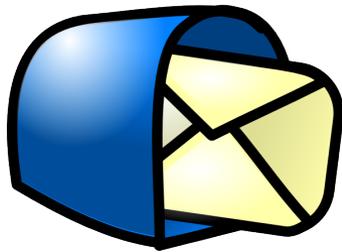
Cost share is required, what do I do?



- Start with your Department Head
- If necessary your Department Head will reach out to the Associate Dean. (please contact Irma Rose at ilrose@ncsu.edu or 919-515-2890 to make an appointment to meet with Marian McCord
- If warranted (dependent upon type of cost share and the sponsor requirement) the Associate Dean will reach out to Collaborating Colleges and/or the Vice Chancellor for Research

How is my proposal submitted?

Lenise Sellars



Zanna Swann



PAMS



Who submits the proposal?

Lenise Sellars

Zanna Swann



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- ?????
- Depends on the sponsor
- Depends on the mechanism
- Look at the RFP

What happens once my proposal is submitted?

Lenise Sellars

Zanna Swann

- Preaward confirms a copy of the final proposal, the final internal budget, the RFP, subcontract packages (if applicable), cost share letters (if applicable), F&A limitations (if applicable) are uploaded to PINS and the PINS is approved and forwarded to Sponsored Programs.
- Sponsored Programs does a review and the PINS record is incorporated into RADAR.

Where do I find post submission information?

Lenise Sellars



Zanna Swann

- **Research Administration Data And Reporting (RADAR) RADAR help guide**
https://research.ncsu.edu/sparcs-docs/systems-portal/radar_guide.pdf
- **Project journal, negotiation information, sponsor requests etc.**

I know I have been awarded, what do and/or can I do?

Lenise Sellars

Zanna Swann

- Send any sponsor correspondence to the preaward email
- Request a preaward account (again, email to preaward email include sponsor correspondence, preaward dollar amount and details of planned expenditures)





Search NCSU Projects

Search conditions will be combined to narrow the search--blank fields will be ignored

You can enter the beginning of a project number, but do not use a wildcard character

SPS Project number:

PINS Proposal number:

Account Number:

TSA Account Number:

Agreement Number:

RFP:

Title/Abstract/Subject Area Keyword:

Subject Area (do not combine with keyword filter):

Investigator:

Current and pending projects for this investigator?

College:

PI College only (default)? College of any investigator? [What's this?](#)

Department:

Select by 4-digit OUC?

PI Department only (default)? Department of any investigator? [What's this?](#)

Center:

Direct Sponsor:

Prime Sponsor:

Status:

Form of Award:

Show only projects with ARRA2009 (Stimulus) Funding (proposed or awarded) Yes No

Show only awards with ARRA2009 Yes No

Where do I find post award information?

Ellen Sanders, College

Christine Epps, FER

Leena Kathuria, FB

Beth Raines, PRTM

- Contact your department account manager
- RADAR
- WolfReports
- PI Portal



What is Wolf Reports?

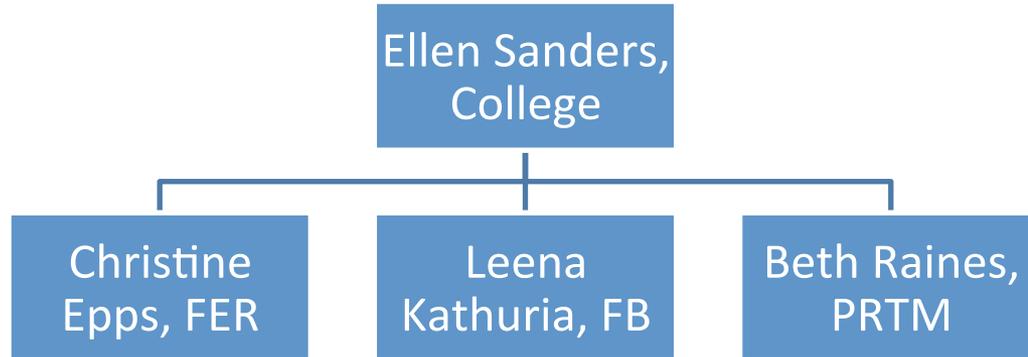
- The Wolf Report system includes customer friendly reports (converted WOLF and Faculty Accounting Reports) that retrieve information from Financial Reporting in a form that helps you see the big picture, explore details, and make decisions.



**Who will help me manage my account?
(e.g., assist with HR, purchasing needs,
travel, subcontracts, segments etc.)**

Ellen Sanders, College
Christine Epps, FER
Leena Kathuria, FB
Beth Raines, PRTM

I need to make changes to my award?



Project Modification Request (PMR)

<https://cng.ncsu.edu/systems/pmr/>

- Budget change,
- Change in scope
- Subcontract
- Change in PI
- Travel
- Equipment (purchase or fabrication)
- NCE
- And of course “other”



It is late at night, the research office is closed, How do I find information about my project?

- **RADAR**
- **Wolf Reports**
- **PI Portal** The PI Portal provides a listing of each PI's projects (active and inactive), alerts, and project specific information. <https://cng.ncsu.edu/cng-docs/systems/PI-Portal-User-Guide.pdf>



NCSU Proposal and Award Information

- [Project Information and Navigation System \(PINS\)](#)
- [Research Administration Data And Reporting \(RADAR\)](#)
- [Conflict of Interest \(COI\)](#)
- [Notice of Intent \(NOI\)](#)
- [Wolf Reports](#)
- [Project Modification Request \(PMR\)](#)

<https://research.ncsu.edu/sparcs/systems-portal/>

College of Natural Resources

Research Office



Marian McCord
Associate Dean for Research

mmccord@ncsu.edu
919-515-2890

Primary Responsibilities: Leadership of the College Research Office; Strategic Programming and Development for College R&D Effort; Intellectual Property, Technology Transfer and Technical Services; [College International Affairs](#); [Partnership Development](#)



Rory Loycano
Director Research Administration

raloycan@ncsu.edu
919-515-2890

Primary Responsibilities: Oversight of proposal preparation and post-award management; conflict of interest management; contact with the University Office of Contracts and Grants; surplus property management; cost-share, salary-release, percent effort reporting (TEARS), and subcontractor management; sponsor reporting and compliance management; University and State of NC compliance management



Irma Rose
Research Office Administrative
Assistant
Handles Marian McCord's calendar

irma_rose@ncsu.edu
919-515-3075

Primary Responsibilities: Administrative Support by greeting visitors, answering the phone and responding to email; maintaining proposal and award files and databases; maintaining Research Office database; and managing content on the Research Office website.



Christine Epps
FER Accountant

postaward_cnr@ncsu.edu
919-513-1257

Primary Responsibilities: Manage all aspects of post-award process and grant financials including expediting approvals, travel authorizations, modifications to budget, and end dates after the award is made. Also, responsible for cost match tracking and account closeouts



Ellen Sanders
Post Award Officer

postaward_cnr@ncsu.edu
919-513-1256

Primary Responsibilities: Manage all aspects of post-award process and grant financials including expediting approvals, travel authorizations, modifications to budget, and end dates after the award is made. Also, responsible for cost match tracking and account closeouts.



Lenise Sellars
Pre-Award Manager

preaward_cnr@ncsu.edu
919-513-3844

Primary Responsibilities: Manage all aspects of proposal development (including budget development, RFP interpretation, and submission methods). Process and submit to agency according to established guidelines. TEARS coordinator and backup postaward processes for the college as workflow allows



Zanna Swann
Pre-Award Processor

preaward_cnr@ncsu.edu

Forest Biomaterials



Leena Kathuria
Accounting Tech
D.

postaward_cnr@ncsu.edu
lukathur@ncsu.edu
919-515-5740



Melissa Rabil
Graduate Services Coordinator

mdrabil@ncsu.edu
919-515-3181

Forestry & Environmental Resources



Christine Epps
FER Accountant

postaward_cnr@ncsu.edu
919-513-1257



Sarah Slover
Graduate Program Coordinator

sarah_slover@ncsu.edu
919-515-7563

Parks, Recreation & Tourism Management



Beth Raines
Business Services Coordinator

postaward_cnr@ncsu.edu
baraines@ncsu.edu
919-515-7645



Anju Singh
Graduate Program Associate

anju_singh@ncsu.edu
919-513-0350

Accountant

New CRO Proposal Submission Deadlines

Colleagues,

Currently, the College Research Office (CRO) policy guarantees successful proposal submission if the final proposal documents are received at least five days prior to the deadline. However, this policy is frequently not followed, and PIs commonly submit, and we accept documents and make changes up until the day and even the hour of the deadline. With the growth in our faculty, we are increasingly challenged by this flexibility. Over the past several months, we have received more frequent late submissions. In these cases, there is inadequate opportunity for proposal review by department heads, who are required to approve budgets and cost share, and by the CRO staff, who are responsible for assuring that the documents conform to the required formats and contain all the necessary components. Furthermore, late submissions to the CRO can create workflow backlogs that can jeopardize other on-time proposal submissions.

New CRO Proposal Submission Deadlines (continued)

In order to address these issues and to ensure timely and compliant proposal submissions, the following new proposal submission deadlines will be effective on Dec. 12, 201

1. Initiation (not routing) of a PINS record and notification via email to the CRO and the department head including the PINS no. in the subject line – as soon as possible, but in any case, a minimum of 8 full business days prior to deadline. The PINS record should include the RFP, project title, draft abstract, draft budget and budget justification. Note: if a PI requests that the CRO initiate the PINS record, the PI must submit the required materials to the CRO a minimum of 9 full business days prior to the deadline.
2. Submission of final budget and budget justification to the CRO – a minimum of 5 full business days prior to deadline;
3. Approval of cost-share and all cost-share memos submitted to the CRO – a minimum of 4 full business days prior to deadline;
4. All final proposal documents submitted to CRO and PINS approval at the college level – a minimum of 3 full business days prior to deadline.

New CRO Proposal Submission Deadlines (continued)

Requests for exceptions to these deadlines must be submitted from the Department Head to the Associate Dean for Research.

Note: Please use the preaward_cnr@ncsu.edu address whenever communicating with the CRO regarding pre-award functions.

These new deadlines are recommended by both the Department Heads and the College Research Committee.

The College Research Office is committed to providing outstanding research services and support. Thank you for your continued patience and cooperation.

Sincerely,

Marian G. McCord, Ph.D.

Associate Dean for Research, College of Natural Resources