Grants and Sponsored Programs Office Update

Research Seminar Series

Candice Baptiste-Sexton

December 8, 2022

Introduction

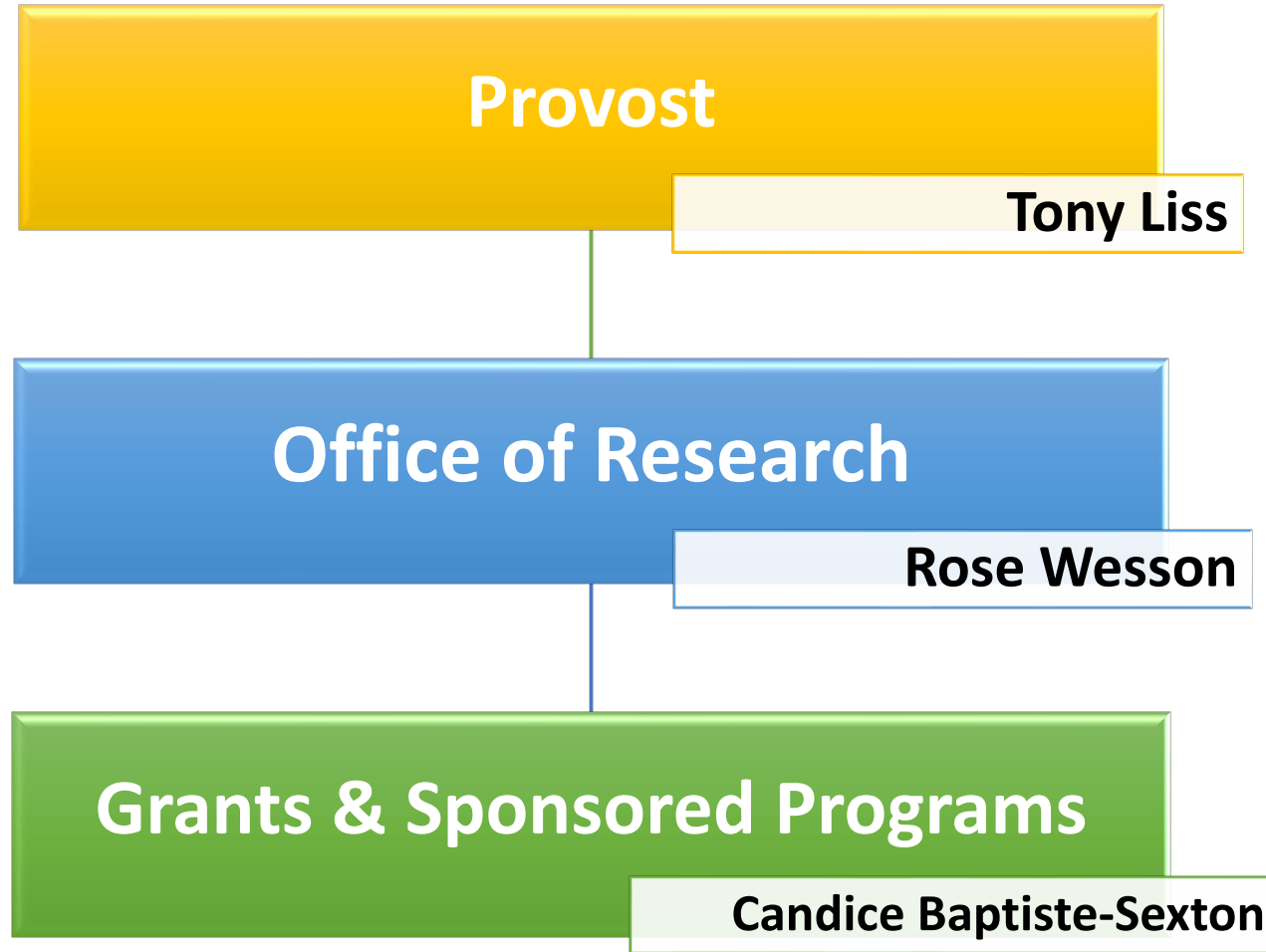Candice Baptiste-Sexton, Director

Student Assistant: 2002-2005

Grants Administrator: 2013

Director: 2020

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About GSP

GSP Responsibilities

- **Provides Pre-award services**
  - All proposal functions before an award is made (budget preparations, proposal submission, etc.)

- **Provides Post-award services**
  - All functions after an award is made (no cost extension, budget modifications, RPPR, etc.)

- **Human Resources services**
  - All HR functions relating to individuals on RFCUNY managed payroll (onboarding, PAF modifications, etc.)

- **Serves as a Liaison with Research Foundation of CUNY (RFCUNY)**
  - Legal; Grants and Contracts; Human Resources; Finance; Procurement and Payables

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Administration

Asst. Director

Latoya Watkis-Stewart

Admin Asst.

Dwan Williams

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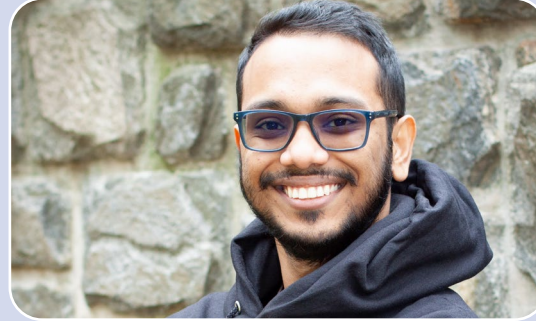*Grants and Sponsored Programs*

Student Assistants

Student Asst.

Adele Shahi

Student Asst.

Sanjave Singh

Pre-Award

Manager

Avinanda
Mukherjee

Administrator

Javier
Martinez

Administrator

Valerie
George

Administrator

Akim Octalien

Associate

Jalen
Anderson

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Post-Award

Associate

Ebube Ezeh

Administrator

Sonya Pittman

Associate

Dondre Bell

Administrator

Kevin Tom

Administrator

Shaniqua Brandon

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Human Resources

HR Specialist

Sheuly Begum

PRE-AWARD

Proposal Types

- **CCNY as Lead (new/supplemental)**
  - Sponsor: Federal/State/City/Private Agencies
  - Example: NIH, NSF, DOE, NEH, NYSDOH

- **CCNY as Subawardee**
  - Sponsor: Collaborating Institution
  - Example: NYU, UMD, CU, UTEP, Rutgers

Pre-Award Workflow

PI Submits PARS

Administrator Assigned

Budget and Proposal Prepared

Proposal Submitted

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Proposal Assistance Request System

https://www.ccny.cuny.edu/research/pars

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Proposal Assistance Request System
Grants and Sponsored Programs - CCNY

Click Here to Update the PI Information

Click Here to Update the Grant Information

Click Here to Update the Budget Information

Click Here to Acknowledge the Research Compliance Requirement Guidelines

Click Here to Submit Request

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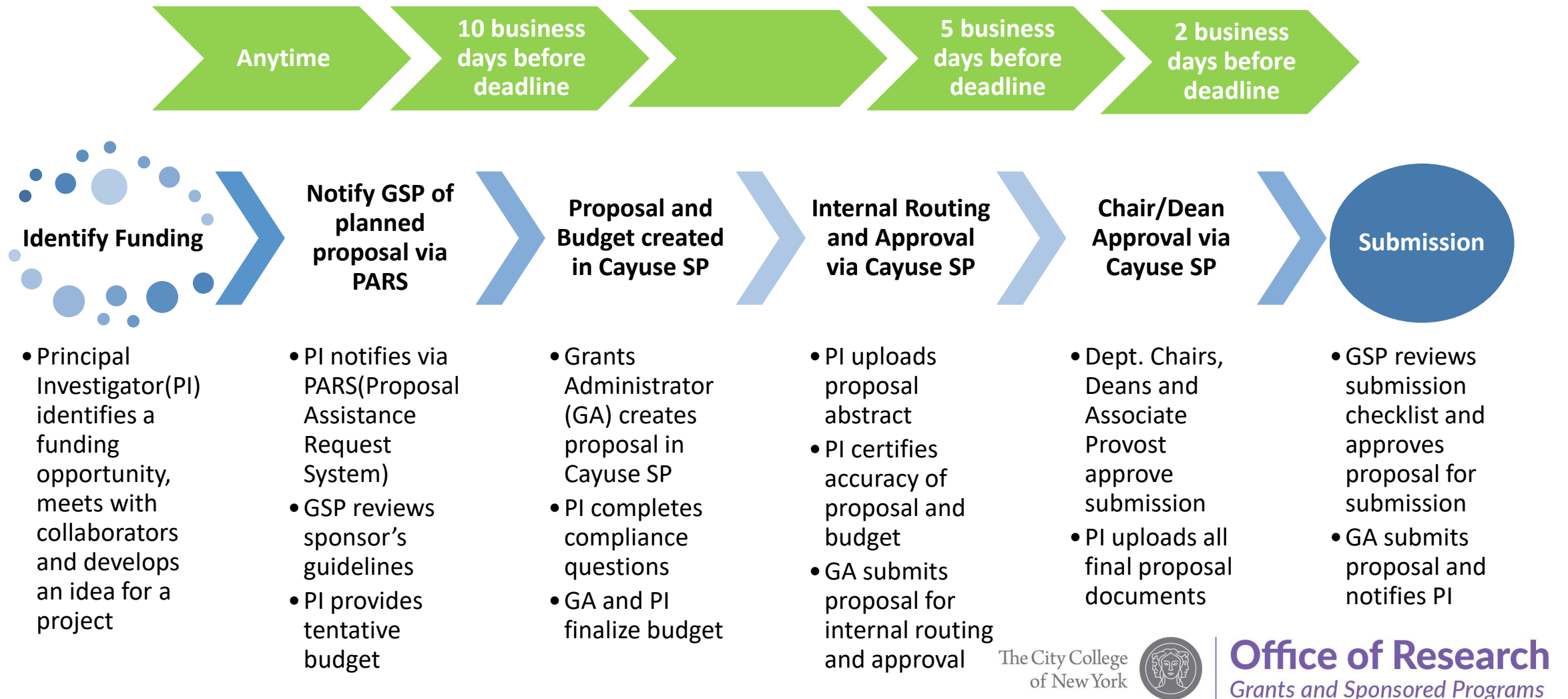
When is PARS Required?

- Resulting Award issued to CCNY

- Internal CUNY Proposals

- Budget is needed (including pre-proposals)

- Mandatory Cost Share

- Limited/Restricted Proposals

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Limited Submissions

- # of Proposals per Institution

- # of Proposals a faculty can be involved in

- Internal Competition

- Contact us for consultation: Preaward@ccny.cuny.edu

Submission Timeline

| Anytime | 10 business days before deadline | | 5 business days before deadline | 2 business days before deadline |

Identify Funding

Notify GSP of planned proposal via PARS

Proposal and Budget created in Cayuse SP

Internal Routing and Approval via Cayuse SP

Chair/Dean Approval via Cayuse SP

Submission

- Principal Investigator(PI) identifies a funding opportunity, meets with collaborators and develops an idea for a project

- PI notifies via PARS(Proposal Assistance Request System)
- GSP reviews sponsor's guidelines
- PI provides tentative budget

- Grants Administrator (GA) creates proposal in Cayuse SP
- PI completes compliance questions
- GA and PI finalize budget

- PI uploads proposal abstract
- PI certifies accuracy of proposal and budget
- GA submits proposal for internal routing and approval

- Dept. Chairs, Deans and Associate Provost approve submission
- PI uploads all final proposal documents

- GSP reviews submission checklist and approves proposal for submission
- GA submits proposal and notifies PI

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Pre-Award Services

Requirements:

1. Proposal Assistance Request System (PARS)
2. 10 business days notice.
3. Responsible Conduct for Research (RCR) Certificate
4. Financial Conflict of Interest (FCOI) disclosures
5. Departmental Approval via CAYUSE

Contact: Preaward@ccny.cuny.edu

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Responsible Conduct for Research (RCR)

Research Integrity Officer (RIO)

Rosemarie Wesson

Associate Provost for Research

rwesson@ccny.cuny.edu

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Financial Conflict of Research (FCOI)

College Conflicts Officer (CCO)

Maria Lima

Associate Dean for Research

mlima@med.cuny.edu

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POST-AWARD

Post-Award Services

Awards

- Log and track contracts with Legal

- Set up accounts with RF Project Admins

- Progress Reports Reviews

- Budget Modifications

- Award Transfers

- Log and track agreements with CUNY

- Award Closeouts

- Award Reports

- Intermediary: College Administration, Faculty, RFCUNY and Sponsors

Post-Award Services

Client Services *(New)*

- **Payment Requests**

- Summer Salary

- Effort Tracking and Certification

- Space Survey

- Cost Transfers

- Subaward Actions

- Forward Funding/Guarantee Requests

- Cost Share Reports

- Intermediary: College Administration, Faculty, RFCUNY and Sponsors

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New Award – Now What?

- Send agreement to awards@ccny.cuny.edu

- Someone will be assigned to assist with each case.

Award Workflow

Notice of Award -> Awards Team

Awards Team -> RF (Legal or PA)

Contract Execution + Award Set Up

RF Account Established –> Award Management

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Agreement Type – Federal Grant

- Log it internally

- Verify FCOI with PI and Team

- Modify/Finalize Budget

- Prepare Account Establishment Form (RFCUNY)

- Communicate with RFCUNY Account PA

Agreement Type – Non-Federal Grant/Contracts

- Log it internally

- Verify FCOI with PI and Team

- Modify/Finalize Budget

- Submit to RF Legal Affairs Team
  - FCOI form, Budget, Proposal, Award Document, Intake Form

- Prepare Account Establishment Form (RFCUNY)

- Communicate with RFCUNY Account PA

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Agreement Type – CUNY

- Non-Disclosure Agreement (NDA)

- Data Transfer Agreement (DTA)

- Data Use Agreement (DUA)

- Material Transfer Agreement (MTA)

- Research Collaboration Agreement

- Consortium Agreement

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P-CARD Process

- Submit Application to Candice (csexton@ccny.cuny.edu) via Secure Transfer Method.

- Candice will sign and transmit to RF's P-Card Unit.

- Requests > $5,000 must be justified.

Forward Funding/Guarantee Process

- Send request to gspff@ccny.cuny.edu

- **Forward Funding** – To cover Personnel Costs (excluding Summer Salary and Released Time Effort)

- **Guarantee Funding** – To cover Other than Personnel Costs (OTPS) (including Summer Salary and Released Time Effort)

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Post-Award Services

Awards	Client Services (New)
awards@ccny.cuny.edu (Award Actions)	gspclientservices@ccny.cuny.edu (Client Services)
gspff@ccny.cuny.edu (Forward Funding/Guarantee Requests)	gspspacesurvey@ccny.cuny.edu (Space Survey)
Postaward@ccny.cuny.edu (General inquiries)	

HUMAN RESOURCES

Overview of Services

- New Hire / Rehire (Onboarding)

- CUNY – Person of Interest (POI) form

- Employment Changes
  - Termination
  - Extensions
  - Payrate / Schedule Changes

RF Onboard

- RF Website (Log in as PI)
- Electronic Tools
- RF Onboard
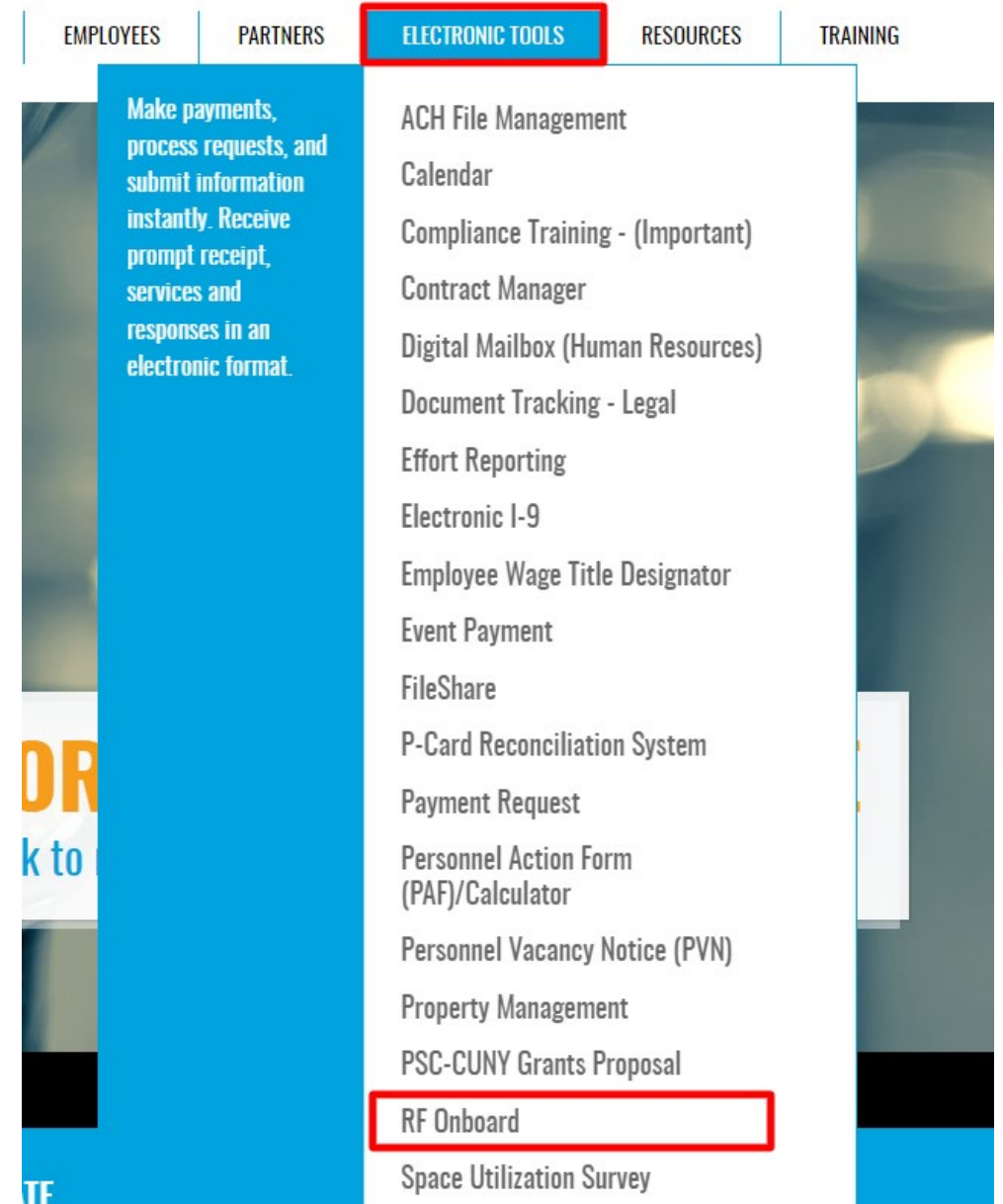
RF Onboard

- Onboarding packet created by PI
- Employee completes portion
- GSPHR – vets candidate
- RFCUNY HR – provides final approval

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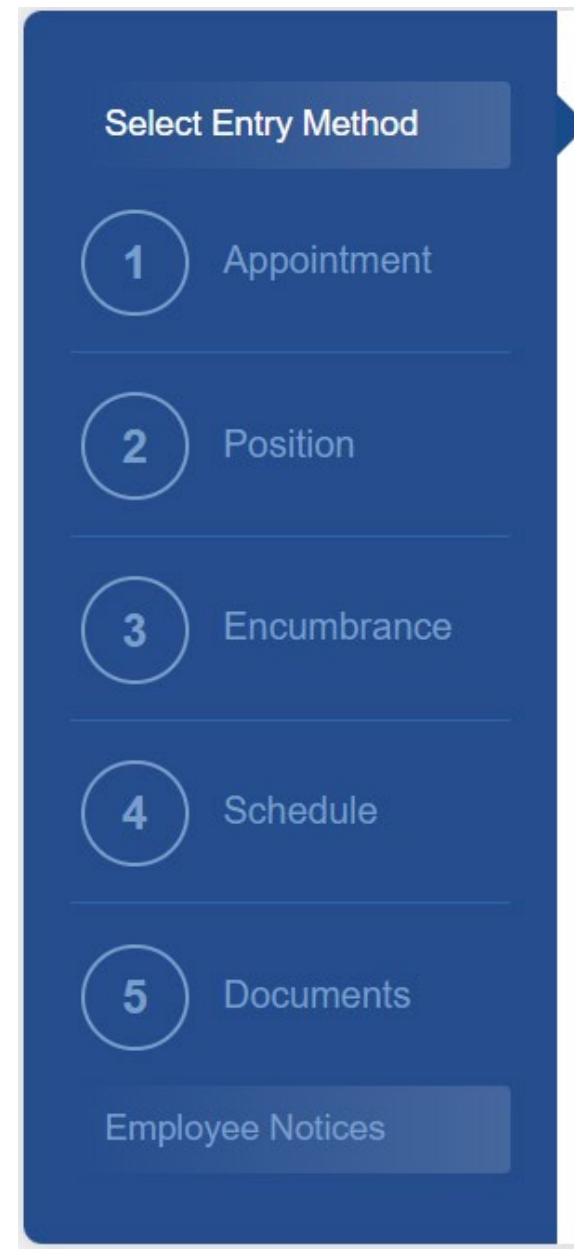
CUNY Persons of Interest (POI)

Please be advised that POIs funded by RF CUNY are processed through the CCNY Grants & Sponsored Programs Office. These requests must be sent via the secure transfer system at https://securetransfer.ccny.cuny.edu to gsphr@ccny.cuny.edu .

1. Complete a PAF-7 with the Person of Interest's information. (The asterisk denotes required information.)

2. A written detailed justification by the department head will be required to be submitted, along with the PAF for a POI who will be entered into CUNYfirst. Please list the CUNYfirst access/roles needed (Campus Solutions, Procurement, and Finance) and the funding source for the employee.

3. The department must submit a completed PAF-7 with a government issue ID for POI's to Human Resources (humanresources@ccny.cuny.edu) via the Secure Portal using your CCNY email credentials: https://securetransfer.ccny.cuny.edu Please use the subject line- POI.

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CUNY Persons of Interest (POI)

- *PAF-7*
- *End date – Fiscal Year End*
- *Required (*)*
- *SSN#*
- *ID/Passport*

Contact GSPHR

Sheuly Begum, Latoya Watkis-Stewart, Candice Baptiste-Sexton

Email:
gsphr@ccny.cuny.edu

Secure Transfer:
https://securetransfer.ccny.cuny.edu/filedrop/GSPHR

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GSP JEOPARDY

PRE-AWARD

Question: You are interested in submitting a proposal. How do you start the process?

Answer: Submit PARS

PRE-AWARD

Question: How far in advance should you submit PARS?

Answer: At least 10 business days before the submission date

POST-AWARD

Question: Your collaborator sent you a contract. What do you do?

Answer: Send it to the Awards team via

awards@ccny.cuny.edu

POST-AWARD

Question: Help! How do I submit a Payment Request? Who should I contact?

Answer: GSP Client Services Team:
gspclientservices@ccny.cuny.edu

GSPHR

Question: You need to hire someone. Who should you contact for assistance?

Answer: GSPHR: gsphr@ccny.cuny.edu

POST-AWARD

Question: My contract came in after my award's start date. I need to start working, but there are no funds. What should I do?

Answer: Email the Forward Funding/Guarantee Team for assistance(GSPFF): gspff@ccny.cuny.edu

GENERAL

Question: How should you transmit files that contain sensitive information?

Answer: Via securetransfer.ccny.cuny.edu

GENERAL

Question: Who is CCNY's Research Integrity Officer?

Answer: Rosemarie Wesson