Introduction

Candice Baptiste-Sexton, Director

Student Assistant: 2002-2005

Grants Administrator: 2013

Director: 2020
About GSP

Provost
- Tony Liss

Office of Research
- Rose Wesson

Grants & Sponsored Programs
- Candice Baptiste-Sexton
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
Student Assistants

Student Asst. 
Adele Shahi

Student Asst. 
Sanjave Singh
<table>
<thead>
<tr>
<th>Pre-Award</th>
<th>Manager</th>
<th>Administrator</th>
<th>Administrator</th>
<th>Administrator</th>
<th>Associate</th>
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<tbody>
<tr>
<td></td>
<td>Avinanda Mukherjee</td>
<td>Javier Martinez</td>
<td>Valerie George</td>
<td>Akim Octalien</td>
<td>Jalen Anderson</td>
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</table>
Post-Award

Associate
Ebube Ezeh

Administrator
Sonya Pittman

Associate
Dondre Bell

Administrator
Kevin Tom

Administrator
Shaniqua Brandon
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
Proposal Assistance Request System

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

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
When is PARS Required?

• Resulting Award issued to CCNY

• Internal CUNY Proposals

• Budget is needed (including pre-proposals)

• Mandatory Cost Share

• Limited/Restricted Proposals
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

Identify Funding
- 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

Notify GSP of planned proposal via PARS
- PI notifies via PARS (Proposal Assistance Request System)

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

Internal Routing and Approval via Cayuse SP
- PI uploads proposal abstract
- PI certifies accuracy of proposal and budget
- GA submits proposal for internal routing and approval
- GA and PI finalize budget

Chair/Dean Approval via Cayuse SP
- Dept. Chairs, Deans and Associate Provost approve submission
- PI uploads all final proposal documents

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

Anytime
- 10 business days before deadline
- 5 business days before deadline
- 2 business days before deadline
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
Responsible Conduct for Research (RCR)

Research Integrity Officer (RIO)
Rosemarie Wesson
Associate Provost for Research
rwesson@ccny.cuny.edu
Financial Conflict of Research (FCOI)

College Conflicts Officer (CCO)
Maria Lima
Associate Dean for Research
mlima@med.cuny.edu
POST-AWARD
### Post-Award Services

<table>
<thead>
<tr>
<th>Awards</th>
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</thead>
<tbody>
<tr>
<td>• Log and track contracts with Legal</td>
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<tr>
<td>• Set up accounts with RF Project Admins</td>
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<tr>
<td>• Progress Reports Reviews</td>
<td></td>
</tr>
<tr>
<td>• Budget Modifications</td>
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</tr>
<tr>
<td>• Award Transfers</td>
<td>• Log and track agreements with CUNY</td>
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<tr>
<td></td>
<td>• Award Closeouts</td>
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<tr>
<td></td>
<td>• Award Reports</td>
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<td>• Intermediary: College Administration, Faculty, RFCUNY and Sponsors</td>
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# Post-Award Services

## Client Services *(New)*

<table>
<thead>
<tr>
<th>• Payment Requests</th>
<th>• Subaward Actions</th>
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</thead>
<tbody>
<tr>
<td>• Summer Salary</td>
<td>• Forward Funding/Guarantee Requests</td>
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<tr>
<td>• Effort Tracking and Certification</td>
<td>• Cost Share Reports</td>
</tr>
<tr>
<td>• Space Survey</td>
<td>• Intermediary: College Administration, Faculty, RFCUNY and Sponsors</td>
</tr>
<tr>
<td>• Cost Transfers</td>
<td></td>
</tr>
</tbody>
</table>
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
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
Agreement Type – CUNY

• Non-Disclosure Agreement (NDA)

• Data Transfer Agreement (DTA)

• Data Use Agreement (DUA)

• Material Transfer Agreement (MTA)

• Research Collaboration Agreement

• Consortium Agreement
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)
## Post-Award Services

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<thead>
<tr>
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<th>Client Services (New)</th>
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</thead>
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<tr>
<td><a href="mailto:awards@ccny.cuny.edu">awards@ccny.cuny.edu</a></td>
<td><a href="mailto:gspclientservices@ccny.cuny.edu">gspclientservices@ccny.cuny.edu</a></td>
</tr>
<tr>
<td>(Award Actions)</td>
<td>(Client Services)</td>
</tr>
<tr>
<td><a href="mailto:gspff@ccny.cuny.edu">gspff@ccny.cuny.edu</a></td>
<td><a href="mailto:gspspacesurvey@ccny.cuny.edu">gspspacesurvey@ccny.cuny.edu</a></td>
</tr>
<tr>
<td>(Forward Funding/Guarantee Requests)</td>
<td>(Space Survey)</td>
</tr>
<tr>
<td><a href="mailto:Postaward@ccny.cuny.edu">Postaward@ccny.cuny.edu</a></td>
<td></td>
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<td>(General inquiries)</td>
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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
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.
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
GSP JEOPARDY
Question: You are interested in submitting a proposal. How do you start the process?

Answer: Submit PARS
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
**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
**Question:** How should you transmit files that contain sensitive information?

**Answer:** Via securetransfer.ccny.cuny.edu
Question: Who is CCNY’s Research Integrity Officer?

Answer: Rosemarie Wesson
THANK YOU!