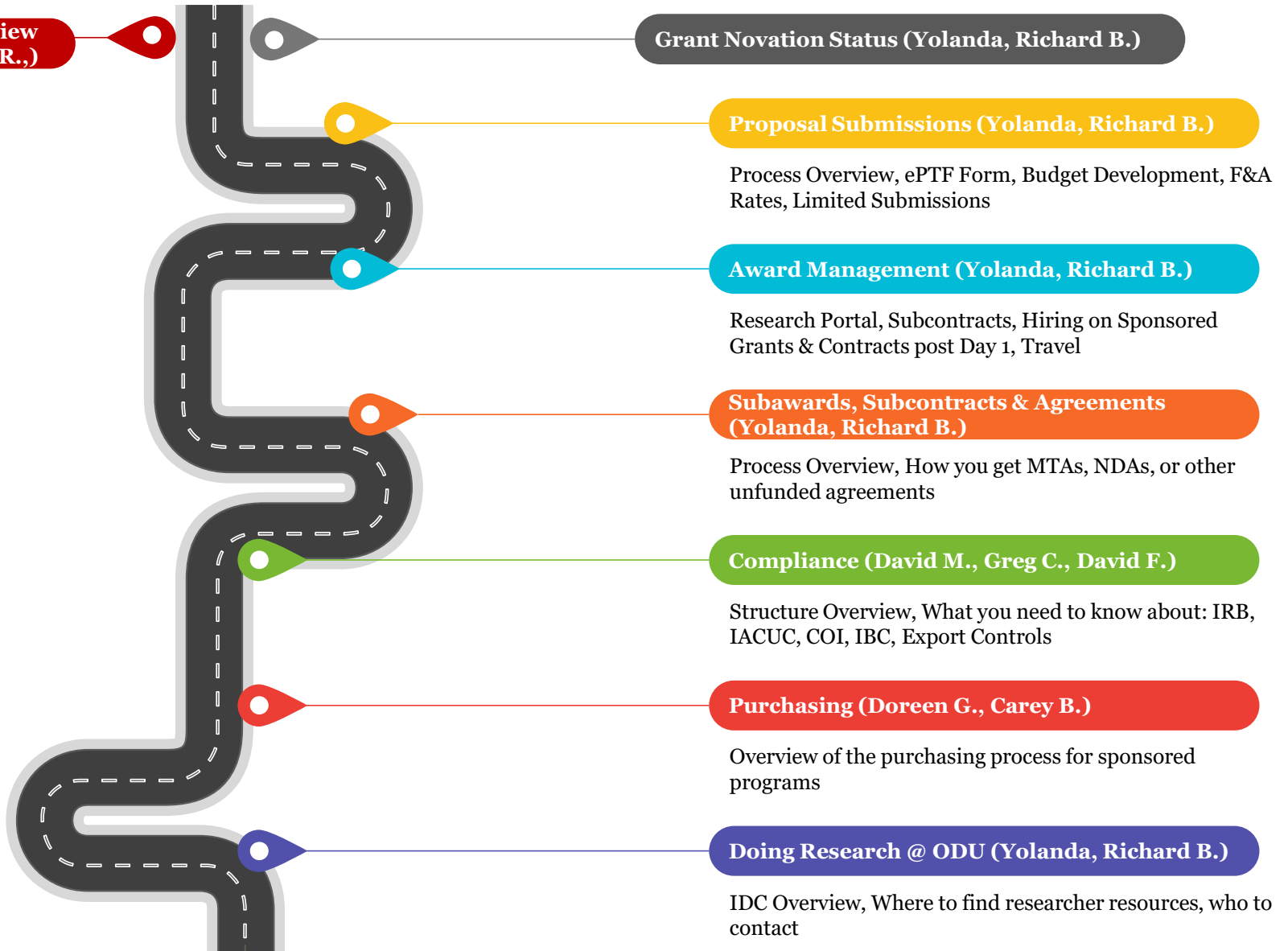


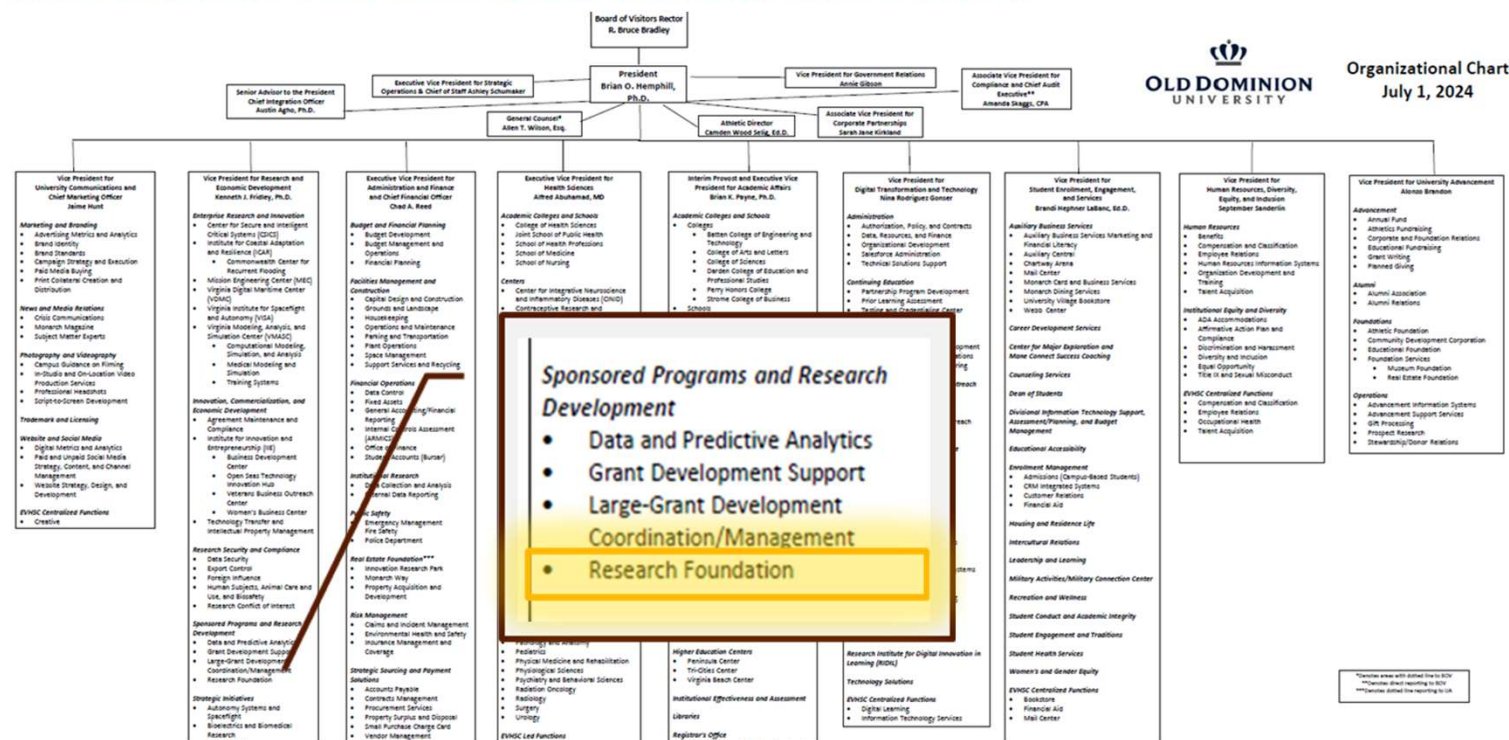
Sponsored Programs Onboarding

Researchers Roadmap to Successful Sponsored Projects

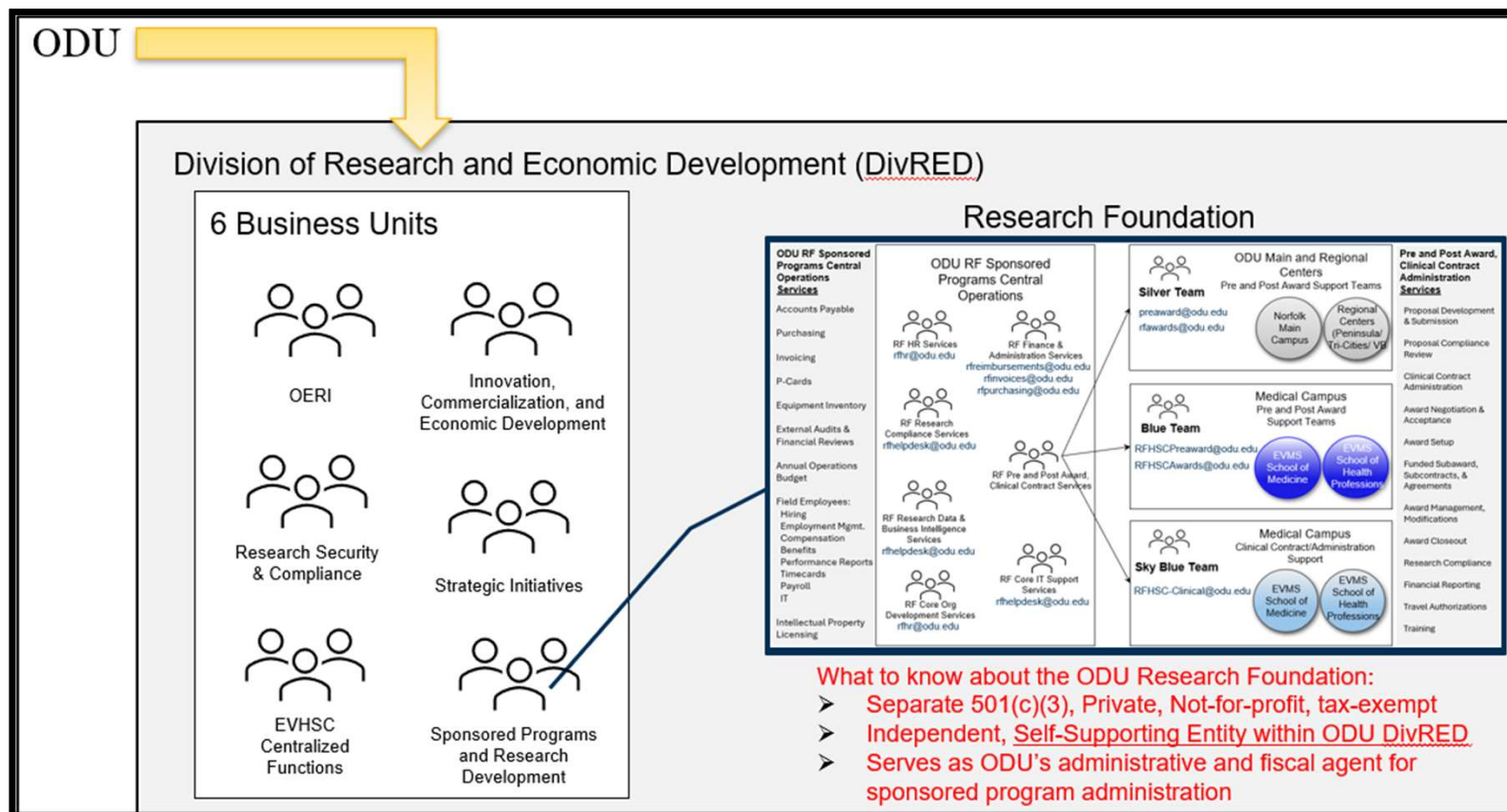


ODU Organizational Chart

<https://odumain.prod.acquia-sites.com/sites/default/files/2024/documents/Organizational-chart-7-1-24.pdf>



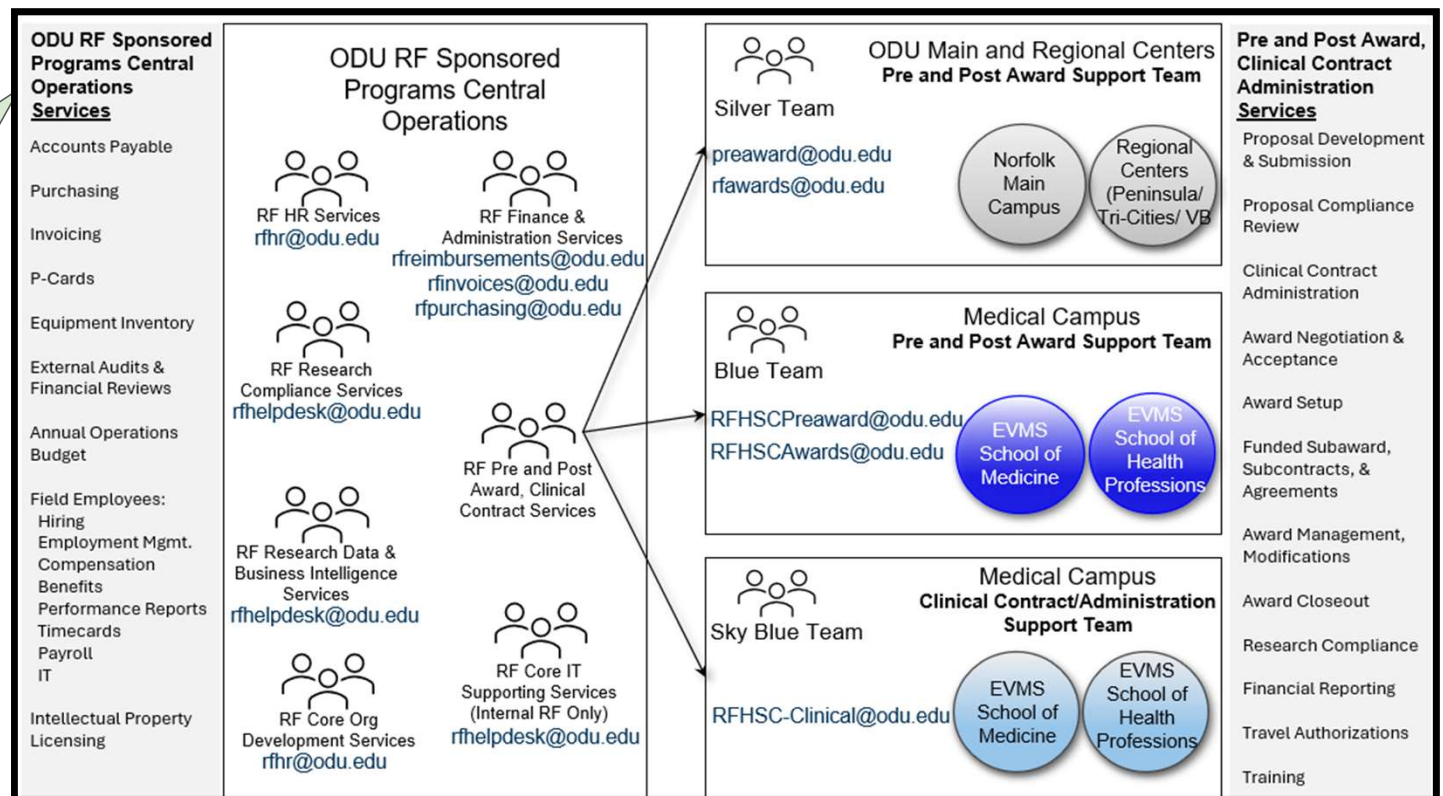
Sponsored Programs Structure Overview



Sponsored Programs Structure Overview About the Research Foundation

Sponsored Programs Administration utilizes:

- Separate Purchasing Systems
- Separate Hiring Processes for Hiring Project Personnel
- Separate Policies & Procedures (although aligned with Fed, State, Local, and University)
- Separate Activity Reporting



Grant Novation Status (Yolanda, Richard B.)

❖ General Steps:

- EVMS relinquishes award back to sponsor agency
- ODU moves to accept new award, supported by current ODU Pre-Award team
- Goal is to have all EVMS awards setup and ready at ODU on July 1

❖ Success-In-Interest (SII) Process Status:

- Continuous and open communication with NIH through the process.
- Other federal agencies i.e. NASA, HRSA, DOD and USAID will be starting soon.
- Private awards will be the final batch of awards to address.
- Notices to Subrecipients, Subcontractors and Vendors will be issued by EVMS

Proposal Submissions (Yolanda, Richard B.)

❖ Process Overview:

- The Pre-Award team support faculty with proposal preparation and submission. Please note that all applications for sponsored programs must be submitted through the Research Foundation team. If you are interested in submitting a proposal, please alert the Pre-Award team at preaward@odu.edu. EVHSC will have a separate intake email created.

❖ ePTF Form

- The electronic Proposal Transmittal Form (ePTF), is a legal document that authorizes a commitment of University resources and authorizes the Research Foundation to process funding applications and awards. Any investigator applying for funding is required to complete an e-PTF. The assigned Pre-Award administrator will complete page 1 of the form and submit the form to the investigator electronically. From the investigator's ODU MIDAS account, the investigator accesses, reviews, completes, and routes the e-PTF for collection of electronic signatures.

❖ Budget Development

- The Pre-Award team assist investigators with crafting budgets aligned with federal, sponsor, University, and Foundation guidelines.

❖ F&A Rates

- Awards transitioned from EVMS to ODU will maintain current rate. New proposals submitted through ODU will utilize the current ODU F&A rate.

❖ Limited Submissions

- Harmonization and coordination in progress.

Award Management (Yolanda Demory, Richard Brammer)

❖ Research Portal

- ODU maintains an online portal that allows authorized users real time access to sponsored project financial reports and information. Protected through ODU MIDAS.

❖ Hiring on Sponsored Grants & Contracts post Day 1

- As a separate entity, the Research Foundation maintains an ability to directly employ individuals performing work on sponsored programs.
- Employee level is diverse, ranging from hourly casual employees to research scientists.

Award Management Cont. (Yolanda D., Richard B.)

❖ Travel

- The Foundation directly advances and reimburses to individuals for travel on sponsored programs.

❖ Purchasing

- Supplies, services, and materials on sponsored programs can be purchased directly by the ODU Research Foundation.
- Reimbursement for investigator purchases on sponsored programs are reimbursed by the ODU Research Foundation

Subawards, Subcontracts & Agreements (Yolanda Demory, Richard Brammer)

- **Process Overview**
 - ODU Research Foundation issues subawards and subcontracts to entities involved in sponsored programs
- **MTAs, NDAs, CRADAs, Teaming Agreements (unfunded agreements)**
 - ODU Office and ODU Research Foundation coordinate closely to support execution of unfunded agreements
 - If related to an active award, ODU Research Foundation would be the responsible entity. If not related to an active award, ODU Office of Research is responsible entity.

Purchasing Overview (Richard Brammer)

- ❖ With limited exception, ODU Research Foundation performs all procurement activities on sponsored programs
- ❖ **NOTE:** Online, separate purchase requisition system from ODU
- ❖ Expedited turnaround time with no mandate to follow state procurement system

Research Compliance Structure Post Day 1 (David Mu, Greg Cutter, David Flanagan)

- ❖ 1. Institutional Animal Care and Use Committee (IACUC) for Animal-Based Research:
 - Pre to Post Day One: **No Change. Separate IACUCs**
- ❖ 2. Institutional Review Board (IRB) for Human Subjects Research:
 - Pre to Post Day One: **No Change. Separate IRB Offices.**
- ❖ ODU: 1 IRB Board (Platform: IRBNet)
 - EVMS: 2 IRB Boards (Platform: IRBManager)
 - The ODU IRB will review social/behavioral studies whereas the EVMS IRB will review biomedical/clinical research studies.
- ❖ 3. Institutional Biosafety Committee (IBC):
 - Pre to Post Day One: **No Change. Separate IBCs.**
ODU platform: IRBNet
EVMS platform: SciShield
- ❖ 4. Conflict of Interest (COI): Within ODU Research Portal (<https://hera.odurf.odu.edu/RFPortal>)
 - ODU is implementing a **new COI disclosure webtool** and a **new COI policy**.
 - **EVMS will be using the ODU COI disclosure webtool and following the ODU COI policy.**
- ❖ 5. Research Security and Export Control:
 - **EVMS will be following ODU policies.**
 - **ODU Export Control reviews project at the time of award.**
 1. Utilizes and exports control checklist completed by the PI
 2. Review contract terms and any special equipment, materials, or technology
 3. If something is found to be controlled, a technology control plan is put in place to protect the controlled item and is signed by the PI.

Doing Research @ ODU (Yolanda Demorary, Richard Brammer)

❖ IDC Overview

❖ Where to find researcher resources

- Website update – coming soon!

❖ Who to contact

- General integration questions:

- integration@evms.edu and integration@odu.edu

- Sponsored Programs questions:

- Yolanda Demory EVMS Director of Sponsored Programs: demoryyf@evms.edu

- Richard Brammer ODURF Director of Sponsored Programs: rbrammer@odu.edu