Office of Sponsored Programs
Contracts Office

RESEARCH ADMINISTRATORS FORUM

September 2014
OSP and the CO: M&O achievements at the six month mark

- We’ve gone paperless!
- Traffic Management of osp.agency@nyu.edu and contract.officer@nyu.edu
- Assessment of OSP client support
- Contracts database retired—CO gone CAYUSE!
- Clarification of Project Officer and CO R2A2’s—when is a proposal ready for AOR approval and when can an award move from OSP to the CO?
- Uniform Guidance workplans and website
- Development of OSP’s first research development tool—funding opps blog
NBF Scientific Research Grants Program

Posted on September 19, 2014 by FOA

**Sponsor:** National Blood Foundation (NBF), National Blood Foundation Research and Education Trust Fund (NBFRET)

To apply for funding, please contact the NYU OSP Projects Officer assigned to your department, or visit OSP's homepage for more information.
OSP and CO priorities for FY 15

• Regulatory Compliance
  – Uniform Guidance Implementation

• Global Support Services
  – Work scope and launch of AFAR to support the NYU GNU

• Research Development and Assessment
  – Redesign of OSP/Contracts website
  – Continued population and launch of OSP’s wiki tool for funding opportunities
OSP and CO priorities for FY 15

• Research Business Intelligence
  – CAYUSE data clean-up with a renewed focus on the integrity of records and the value to system feeds
  – CAYUSE to FAME integration

• OSP Client Support Structure
  – Proposal development and award management teams
  – Leadership development
Outline of Core Criteria for AOR Review

• Used in conjunction with detailed guidance for Cayuse proposal data entry

• Core Criteria
Outline of Core Criteria for AOR Review cont’d

- Required Attachments included
  - RFP/RFA/Guidelines
  - Internal budget (excel preferred)
  - Full proposal uploaded to SP as one PDF file
  - Other docs required by particular proposal or sponsor requirements

- Completion of ALL Tabs in Cayuse SP Record
- Certified by PIs, Authorized by Department Chairs, Deans/Directors or Designees
- Provide brief, substantive comments in the notes section
OSP to CO Review Criteria

• Excludes Consulting Agreements and Independent Contractor Service Agreements

• SP Record
  – Ensure Completion
  – Confirm that the PI named in the document matches the Lead PI listed in SP Record

• Documents
  – Document for execution to include all referenced appendices and attachments uploaded to SP record as one PDF file.
  – Budget matching award amount. Clearly show direct costs, F&A costs and F&A rate
OSP to CO Review Criteria cont’d

• Items for review
  – Scope of Work consistent with proposal
  – Clear deliverables
  – All attachments included
  – Period of performance consistent with scope
  – Budget matches award amount
  – Effort for named personnel are documented in SP and reflected in budget
  – All Compliance items addressed
  – Subrecipient/Consultant documentation in place
  – Cost Sharing source & amount identified
  – International activities, Export Controls, Tech Transfer issues identified
Contracts to Cayuse Integration

Increased Transparency

• The NYU community can track an agreement's progress, see to whom it's been assigned, where it is in process, and see comments describing issues.

• Self-help means not having to wait for someone to answer your email.

• Will feed to UDW+
Contracts to Cayuse cont’d

• Retirement of Strict Queuing System
  – Amendments and Other “Quick” Agreements are now reviewed on a priority basis, turning them around quickly

• Increased Availability and Support for OSP & Community at Large
  – Exception Letters for proposals = less negotiation necessary once award is issued
  – Pre-review of terms and conditions prior to contract issuance
  – Improved turnaround time for all agreements
Contracts Workflow
New Award Under Negotiation
New Award
Under Negotiation

Proposal Type: New
Proposal Specialist: John Cooper
Contract Specialist: Victoria Cosentino

Status: With CO for Negotiation

Status History:
- Changed to: With CO for Negotiation
- Changed to: Submitted to Sponsor
New Award Under Negotiation (Notes)
Anticipated Award

Deobligation
ANTICIPATED AWARD

ANTICIPATED DEOBLIGATION AWARD
# Anticipated Award Notes

<table>
<thead>
<tr>
<th>Note</th>
<th>Recorded By</th>
<th>Date</th>
<th>Note Area</th>
<th>Note Category</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending NYU Signature</td>
<td>Ayanna Rogers</td>
<td>9/05/2014</td>
<td>Project</td>
<td>General</td>
<td>All Parties</td>
</tr>
<tr>
<td>In Review: with TG, OSP and PI Approved</td>
<td>Ayanna Rogers</td>
<td>8/13/2014</td>
<td>Project</td>
<td>General</td>
<td>All Parties</td>
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<tr>
<td>OSP distributed the second award amendment to the PI and CO on 08/12/2014</td>
<td>Cormac Slevin</td>
<td>8/12/2014</td>
<td>Award</td>
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<td>All Parties</td>
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<td>Due to some confusion about the PI's award admin department</td>
<td>Cormac Slevin</td>
<td>8/09/2013</td>
<td>Award</td>
<td>General</td>
<td>All Parties</td>
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<td>Eric Bybee...</td>
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Subcontract
## Project Administration – Subcontracts

**NEW YORK UNIVERSITY**

**SPONSORED PROJECTS**

**SUBCONTRACTS**

### Project Administration

- **Project No:** [Redacted]
- **Account Manager:** Mary McShane
- **Program Administrator:** McShane, Mary (17)
- **Project Dates:** 8/15/2011 - 7/31/2015
- **Total Anticipated:** $0.00
- **Lead PI:** O Kee Lee
- **Total Obligated:** [Redacted]
- **Title:** Promoting Science among English Language Learners (P-SELL)

### Subcontracts

**Subcontractor**

<table>
<thead>
<tr>
<th>Subcontract No</th>
<th>Account No.</th>
<th>Status</th>
<th>Organization</th>
<th>Sent Date</th>
<th>Execution Date</th>
<th>Total Dist.</th>
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<tr>
<td>A00-3313-S001-A04</td>
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<td>A00-3313-S002-A03</td>
<td>25:56130-WSQPG-F6969</td>
<td>(Awaiting) Subcontractor</td>
<td>Duval County Public Schools (FL)</td>
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<td>A00-3313-S003-A02</td>
<td>25:56130-WSQPG-F6969</td>
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<td>10/16/2013</td>
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<td>(Awaiting) Subcontractor</td>
<td>Orange County School Board (FL)</td>
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**Total:**

[Link to the original source](https://nyu.cayuse424.com/668/ramses/index.cfm?event=awardProject.admin.main&award_project_id=1514#ui-tabs-7)
Subcontract Administration - Notes

## Subcontract Administration

### Subcontract Administration Details
- **Subcontract No:** [View Project]
- **Program Administrator:** [Details]
- **Amount:** [Details]
- **Status:** (Awaiting) Subcontract
  - **Last Updated:** 9/5/2014 02:40 PM - LaToya Black

### General Interface
- **Note Section:** [Add Note]

### Status History
- **Note:** OSP APPROVED: SENT TO LEE COUNTY
  - **Recorded By:** LaToya Black
  - **Date:** 9/5/2014
  - **Note Area:** Subcontract
  - **Note Category:** General
  - **Access:** Admin Office All Parties

- **Note:** PI APPROVED
  - **Recorded By:** LaToya Black
  - **Date:** 8/27/2014
  - **Note Area:** Subcontract
  - **Note Category:** General
  - **Access:** Admin Office All Parties

- **Note:** PENDING OSX AND PI APPROVAL, PENDING LEE COUNTY IRB APPROVAL
  - **Recorded By:** LaToya Black
  - **Date:** 8/27/2014
  - **Note Area:** Subcontract
  - **Note Category:** General
  - **Access:** Admin Office All Parties
OSP team structure = focused, targeted efforts

- Service and support that fits NYU research today
- Complements rather than duplicates services provided by other admin units supporting the research agenda
- Maintain flexibility; state of readiness for changes in the external environment
- Two-person teams assigned by Schools
  - one with primary responsibility for proposal development
  - one with primary responsibility for award management
OSP team structure = focused, targeted efforts

– Core business functions haven’t changed
  • proposal development and award management
  • research development and data integrity for productivity metrics (research business intelligence)
  • clarity as to who in our groups take the lead on which functions
  • cross training and back ups
  • economies of scale
  • consistency in processes and similar treatment in like circumstances
  • team based lateral decision making
  • one size does NOT fit all; specialized service and support based on needs assessments
  • opportunities for professional development
OSP team structure = focused, targeted efforts

- Team composition factors:
  - Client feedback
  - Skill sets
  - Numbers and stats
  - Interests
  - Experience
  - Organizational needs of OSP
  - Individualized needs of Schools/Units
  - Professional development and opportunities
- Effective October 1, 2014
- Teams already transitioning and briefing one another on what’s in the pipeline
- Teams will rotate schools/units every 2 years
Team Assignments
effective October 1, 2014

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<tr>
<th>Proposal Development Lead</th>
<th>Award Management Lead</th>
<th>School/Unit</th>
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<tbody>
<tr>
<td>Joseph Hayes</td>
<td>Kimberly Schulman</td>
<td>Poly Engineering</td>
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<td>James Gotfredson</td>
<td>Wendy Remington</td>
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<td>Tisch</td>
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<tr>
<td>Nathan Blouin</td>
<td>Ilene Jacobs</td>
<td>FAS Sciences</td>
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<td>Cormac Slevin</td>
<td>Mikhail Berlyant</td>
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<td>Eric Bybee</td>
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<td></td>
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<td>Wagner</td>
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<tr>
<td>Betty Farbman</td>
<td>Nancy Daneau</td>
<td>Bobst</td>
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