

Grant Coordinator Meeting

February 16 @ 1:30 pm
132 Fluor Daniel Bldg

- Agenda -

- Organizational Changes – **Bettie McGowan-Hudson**
- TRAC Training – **Bettie McGowan-Hudson**
- Export Control – **Tami Hemingway**
- Proposal Processing Form (IP Language Update) – **Joanna Floyd**
- Foreign Travel Form Update – **Roberta Elrod**
- PI Change at Post Award Stage – **Roberta Elrod**
- Sponsored Program Certification – **Roberta Elrod**
- Cost Share Approval Form – **Roberta Elrod & Kristin LaRoche**

Organizational Changes

Bettie McGowan-Hudson

Organizational Changes

- Vice President for Research Office
 - Senior Associate Vice President for Research
 - CU's Quali Coeus Project Manager

- Office of Sponsored Programs
 - Grant Administrator II
 - Grant Coordinator II

TRAC
Training

Bettie McGowan-Hudson

TRAC Training

- March Sessions
 - **Overview – March 5 – 26**
 - Mon & Wed 10 am – Noon
 - **A21 – March 6 & 13**
 - Tues 10 am – Noon
 - **A110 – March 20 & 27**
 - Tues 10 am - Noon

Export Control

Tami Hemingway

Proposal Processing Form

(IP Language Update)

Joanna Floyd

Proposal Processing Form

Current Language:

- **Intellectual Property:** The undersigned certify that they have read, understand, and are bound by Clemson University's Patent Policy and Computer Software Copyright Policy, agree to assign all rights, title, and interest in intellectual property under such policies to Clemson University, and to execute such further documents needed to perfect the assignment of such rights. All investigators agree to disclose, and to cause other project personnel to disclose, all intellectual property to the University's Intellectual Property Committee within 60 days of discovery or the time of confidential submission for publication of manuscripts disclosing the invention, whichever is earlier. Failure to make timely disclosure to the committee may lead to the loss of patent rights to the federal government on federal government contracts or to other parties.

Proposal Processing Form

New Language:

- **Intellectual Property:** The undersigned certify that they have read, understand, and are bound by Clemson University's [Intellectual Property Policy](#), agree to assign, and do hereby assign, all rights, title, and interest in intellectual property under such [policy](#) to Clemson University, and to execute such further documents needed to perfect the assignment of such rights. All investigators agree to disclose, and to cause other project personnel to disclose, all intellectual property to the University's Intellectual Property Committee within 60 days of discovery or the time of confidential submission for publication of manuscripts disclosing the invention, whichever is earlier. Failure to make timely disclosure to the committee may lead to the loss of patent rights to the federal government on federal government contracts or to other parties.

Foreign Travel Form Updates

Roberta Elrod

PI Change at Post Award Stage

Roberta Elrod

Procedure for Change in Principal Investigator At Post Award Stage

Effective 5/6/09

Revised 7/22/10; revised 4/8/11 revised 1-31-12

Action Sequence	Action Description	Responsible	Notes
	When project is to remain at Clemson		General reasons for PI change on a project: <ul style="list-style-type: none"> PI leaving Clemson PI retiring, no longer available to participate in the project PI reassigned to other duties and no longer available to participate in project PI illness or death
1	Department Administrator or Principal Investigator notifies College Grant Coordinator	Dept. Adm., PI	Notification can be via email or phone call. CGC will instruct Dept. Adm. or PI of the procedures
2	College Grant Coordinator: Coordinates the approval package of the change through the University channels.	CGC, PI, Dept.Ch, ADR	Approval package contains: <ul style="list-style-type: none"> Completed proposal processing form signed by New PI, Dept. Ch., Dean Effective Date of the PI Change See attached data template for justification of the PI Change Template must be in a Word Doc. For the OSP-GA CV and Current and Pending Support for New PI
3	CGC emails Approval Package to respective OSP-GA.	CGC	CGC will note in the <i>Subject Line</i> of email; PPN#, PI Change, project # XXX-XXXXXXX
4	OSP-GA creates letter from information provided in the Word doc and prints on VPR letter head	OSP GA	
4	OSP-GA obtains VPR's or his designee approval signature on the VPR letter. Uploads package to InfoEd Attachment Panel.	OSP-GA	The package should be saved in the Attachment panel under folder named <i>"Proposal Revision"</i>
6	OSP-GA through the InfoEd Communication Panel, forwards the Approved Package to respective GCA-FM	OSP-GA	OSP-GA will note in the subject line of this email: PPN#, PI Change, project # XXX-XXXXXXX
7	GCA-FM will request approval from the sponsor	GCA-FM	Follow up w/ sponsor and updating PI, Dean, Dept Chair as needed by GCA-FM
8	After approval from sponsor has been received, GCA-FM will: <ul style="list-style-type: none"> update CUBS project file, Send Award Notification Modification to the established contacts for the project. 	GCA-FM	The Award Notification Modification is sent via email to PI, CGC, CFM, CUOSP, OSP-GA Subject line of the email: project # XXX-XXXXXXX, PI Change Approved
9	CUOSP contact, OSP-GA will update InfoEd record	CUOSP Contact OSP-GA	Record update consists of: <ul style="list-style-type: none"> Uploading the Award Notification Modification to the Attachment Panel Updating Personnel Panel

Key:

OSP-GA = Office of Sponsored Programs Grants Administrator

CU AOR = Clemson University Authorized Organization Representative

CGC= College Grant Coordinator

CFM= College Fiscal Manager/College Accountants

Dept. Adm.= the Departmental Administrator

Dept. Ch. = Department Chair

GCA-FM = Sponsored Programs Accounting and Administration Fiscal Manager

GCA Director = Sponsored Programs Accounting and Administration Director

PI = Principal Investigator

CUOSP= OSP general office email address

ADR=Associate Dean for Research

Procedure for Change in Principal Investigator At Post Award Stage

Effective 5/6/09

Revised 7/22/10; revised 4/8/11 revised 1-31-12

Information for VPR letter. Provide in the Word document.

Proposal Number:

Project Number: xxx-xxxxxxx

Full address of the sponsor

Project Title:

Original PI:

New PI:

Name of the sponsor's Program Director:

Justification for Change:

Technical contact Name and email address:

Sponsored Program Certification

Roberta Elrod

Cost Share Approval Form

*Roberta Elrod &
Kristin LaRoche*

Cost Share Approval Form

- Overview of Revisions
 - VPR Section
 - Other Box
 - Calculations for Unrecovered F&A and F&A on Cost Share (Contributed F&A)
- Provide documentation of items, as needed, included on form
 - Ex. Account Number
 - Ex. Letter from a Third-Party
- Include a copy of the sponsor cost share policy
- Submit Cost Share Approval Package to VPR's Associate Business Officer 5 days prior to submission

*Thank You for
Attending*

*Next Meeting –
May 17 @ 1:30 pm*