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 Kuali 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

<table>
<thead>
<tr>
<th>Action Sequence</th>
<th>Action Description</th>
<th>Responsible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department Administrator or Principal Investigator notifies College Grant Coordinator</td>
<td>Dept. Adm., PI</td>
<td>Notification can be via email or phone call. CGC will instruct Dept. Adm. or PI of the procedures.</td>
</tr>
</tbody>
</table>
| 2               | College Grant Coordinator: Coordinates the approval package of the change through the University channels. | CGC, PI, Dept.Ch, ADR | Approval package contains:  
  - 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 Subject Line of email: PPN#, PI Change, project # XXX-XXXXXXX |
| 4               | OSP-GA creates letter from information provided in the Word doc and prints on VPR letterhead. | OSP-GA | |
| 5               | 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 “Proposal Revision” |
| 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:  
  - 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:  
  - 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

H:\OSP policies and procedures\procedures\PI Change at Post Award Stage 1-31-12 bmh.doc
Procedure for Change in Principal Investigator At Post Award Stage

Information for VPR letter. Provide in the Word document.

Proposal Number:
Project Number: xxx-xxxxxxxx

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:

H:\OSP policies and procedures \procedures \PI Change at Post Award Stage 1-31-12bmh.doc
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