OFFICE OF RESEARCH
AND SPONSORED PROJECTS
UNIVERSITY OF MICHIGAN

FINANCE
SPONSORED PROGRAMS
UNIVERSITY OF MICHIGAN

Useful Web Resources for Research Project Teams

Annotated and Organized by the Research Project Lifecycle at the University of Michigan.

About Us / General Interest and Overview

Roles and Responsibilities
http://orsp.umich.edu/roles-and-responsibilities
This page contains the essential information on "Who Does What" in each phase of the research project lifecycle, in a collection of "Roles and Responsibilities" (R&R) documents. Thanks to the RAAC Process subcommittee for their work in developing these. Each of these PDFs also appears on the correlating lifecycle landing pages.

Getting Started - https://orsp.umich.edu/getting-started

ORSP YouTube Channel
 (Accessible from the YouTube icon on our page) http://goo.gl/AmToDh

Newsletter Signup - orsp.umich.edu/newsletter-signup
Sign up for newsletters or confirm your preferences using the form below. Stay apprised of University of Michigan research and research administration matters.

Find an ORSP PR - https://orsp.umich.edu/orsp-staff

Org Chart, Mission, Vision, and Guiding Principles - https://orsp.umich.edu/about-orsp

Find Funding

Library Find Funding Portal - funding.research.umich.edu
Looking to fund your next big idea but overwhelmed with where and how to start your search? Connect with the Informationists of the U-M Library, who offer personalized, expert funding and grant search consultation to University of Michigan faculty and staff. Search funding databases like Pivot where you can set up email alerts to stay informed of new opportunities, and focus your search with these easy to use Find Funding Tools.

Limited Submissions - https://research.umich.edu/research-development/limited-submissions/
Limited Submissions are funding opportunities in which sponsors limit the number of proposals it will accept from an institution. Institutions therefore must submit their most competitive proposal(s). To do so, an internal competition is required. Find current and archived limited submission opportunities here.

Research Development Office - https://research.umich.edu/research-development/
The Research Development and Proposal Services team at the University of Michigan strives to connect researchers to resources and increase its investigators' competitiveness in obtaining extramural research funding. Its activities include coordinating internal funding programs, matching faculty to funding opportunities,

offering workshops for skill-building, developing online resources and facilitating interdisciplinary collaborations.

Develop Proposal

Roles & Responsibilities – Proposal Development
The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Proposal Development.

Blue Pages – Find a Research Administrator - orsp.umich.edu/blue-pages
If you need help with a proposal, your first point of contact is your Research Administrator. You can find the name and contact information of that individual using the Blue Pages.

Frequently Required Proposal Data and Forms - orsp.umich.edu/develop-proposal/frequently-required-data
When developing a proposal, you may need to access Frequently Required Proposal Data (addresses, codes, data about the University of Michigan, institutional data, attachments). Many of these can be found here.

Working with Subrecipients / Subrecipient Forms / Letter of Commitment
https://orsp.umich.edu/develop-proposal/subrecipient-form-letter-commitment
This page is the home for our Subrecipient Statement of Collaborative Intent form, known sometimes as the Letter of Commitment form or the Subrecipient Form. Use this to collect the information from the subrecipient institution that U-M needs to establish the subcontract, including their COI Policy Certification option. Please note, the U-M participates in the Federal Demonstration Partnership (FDP) Clearinghouse where others can look up subrecipient information. For U-M information, ask institutions to check that first.

Subaward, Subrecipients, Hybrid Purchase Order, or Purchase Order?
https://orsp.umich.edu/develop-proposal/subawards-hybrid-agreements-and-purchase-orders
Early in your project when developing your budget, you want to understand the difference between a recipient or contractor. At U-M, knowing the difference impacts indirect costs and as well as whether your project is handled by the Office of Contract Administration or Procurement. This page helps you determine if you need a Subaward, a Hybrid Agreement, or a Purchase Orders page.

Route & Submit Proposal

Best Practices for Communication Between U-M Central Offices and Project Teams
https://orsp.umich.edu/communications-best-practices
This resource provides tips for communication between the University of Michigan's research project teams and its central offices (e.g., Office of Research and Sponsored Projects (ORSP); FinanceSponsored Programs, or compliance offices), addressing best practices for universal and traditional communication means, as well as via U-M-specific tools like the eResearch proposal management (eRPM) system. It answers questions on when to Post a Comment or Request ORSP action.

Roles & Responsibilities – Proposal Review and Processing
http://orsp.umich.edu/sites/default/files/roles_responsibilities_-_proposal_review_approval_and_processing.pdf
The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Proposal Review and Processing.

Project Representative Lookup - orsp.umich.edu/orsp-staff

To find the project representative (PR) assigned to your area, visit this page and select the School/College/Department in which you work. *PRs are generally assigned to these areas, but we may modify in an effort to optimize support, or for work with specific sponsors.*

eResearch - http://eresearch.umich.edu/

We use eResearch to submit proposals and to create the required Proposal Approval Form (PAF). Learn more about what that is here: https://orsp.umich.edu/paf.

Deadline Policy - ORSP PAF / Proposal Review Checklist

https://orsp.umich.edu/deadline-policy-paf-proposal-checklist

Curious about what ORSP reviews before submission? Take a look at our PAF and Proposal Checklist to see what we check. A **Full Review** ensures compliance with both U-M and sponsor requirements, and is provided for proposals submitted to ORSP with a lead time of 32 business hours or more (or the equivalent of four business days) prior to the submission deadline on the PAF. A **Limited (Institutional Only) Review**: A limited review ensures compliance with U-M requirements, and is provided for proposals submitted to ORSP with a lead time of at least 15 business hours prior to the submission deadline. A limited review does not provide a check for compliance with the sponsor's guidelines.

Set Up Project

Roles & Responsibilities – **Award Negotiation and Acceptance**

The Process Subcommittee of the Research Administration Advisory Council (RAAC) prepared this RASCI chart, or Roles and Responsibilities matrix, to help define the roles and responsibilities regarding Award Negotiation and Acceptance.

Finance – Sponsored Programs Customer Service

http://www.finance.umich.edu/programs/coordinator-by-department

On this Finance web page, you can find the name and contact information of your designated Sponsored Programs Customer Service coordinator.

Establishing Subprojects

orsp.umich.edu/establishing-subaccounts

Requests for Sub Projects/Grants

https://finance.umich.edu/programs/customer-service/request-new-sub-pg-form

Hardships and Advance Accounts

https://orsp.umich.edu/set-project/request-hardship-authorization

A hardship (sometimes referred to as an "advance account") is used when you need to spend funds but have not yet received your award

Agreement Acceptance Request

orsp.umich.edu/set-project/agreement-acceptance-request-aar

Certain changes to the award require additional approvals. These are initiated through an Agreement Acceptance Request (AAR) activity via the eResearch Proposal Management System (eRPM). They include things like changes in funding, cost sharing, publication restrictions, payments in foreign currency, and more.

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Manage Project

Award Change Request (ACR)
orsp.umich.edu/post-award-change-request-form
Award change requests (ACRs) are handled with a smartform in the eResearch Proposal Management System (eRPM). Be sure to view the ITS eResearch Training and Job Aids for ACRs including guides on PI Approve ACR and Investigator Sign ACR. Many more Award Management How-Tos and References are available on the ITS website at Award Management How-Tos and References

eRA NIH Commons Registration - orsp.umich.edu/era-commons-registration
eRA Commons is the National Institutes of Health's (NIH) electronic system required for managing NIH proposals and awards. U-M ORSP staff are the designated officials who register and update the NIH eRA Commons IDs for all U-M faculty, staff, and students. This page contains the U-M Google form for those requests. If you already have a Commons ID, you'll find instructions on how to locate it and transfer it.

Manage Holds - https://orsp.umich.edu/manage-project/holds
Sometimes "holds" are placed on your Award (AWD) or a Modification (MOD) within the eResearch Proposal Management (eRPM) system when additional information is required. The principal investigator(s) (PIs) and Primary Post-award Contact will receive an email when an eRPM record is moved to the state of HOLD or COMPLIANCE HOLD. The email may contain limited information about the hold. The tables below provide additional guidance. There are two types of holds and this page explains them and how they can be resolved.

RPPR - orsp.umich.edu/rppr
Submit Research Progress Performance Reports, check for errors, and avoid common mistakes. Progress report submissions begin 60 to 45 days prior to the budget start date and update scientific progress, significant changes, personnel, and plans for the subsequent budget period.

Uniform Guidance Overview - http://orsp.umich.edu/uniform-guidance
The Uniform Guidance is a set of regulations, located at 2 CFR 200 that consolidates federal guidelines impacting research administration cost principles for educational institutions Audit Requirements.

Finance – Sponsored Programs Customer Service
http://www.finance.umich.edu/programs/coordinator-by-department
Find the name and contact information of your designated Sponsored Programs Customer Service coordinator.

Uniform Guidance Overview
http://orsp.umich.edu/uniform-guidance
The Uniform Guidance is a set of regulations, located at 2 CFR 200 that consolidates federal guidelines impacting research administration (including the former A-110 (Grants and Agreements with Institutions of Higher Education), the former A-21 (Cost Principles for Educational Institutions), and the former A-133 (Audit Requirements).

Job Aid: Review of Uniform Guidance Monitored Budgets
https://finance.umich.edu/programs/jobaid/UGbudgets
This document presents the Accounts and budget lines Sponsored Programs reviews and monitors pursuant to the Uniform Guidance (UG).

Job Aid: Review of UG Reports
https://finance.umich.edu/programs/jobaid/UGreports
This document presents the criteria Sponsored Programs uses to review reports.

Close Out Project

Finance-Sponsored Programs Closeout Checklist
http://www.finance.umich.edu/programs/sppgcc
A helpful Project/Grant Closeout Checklist for financial charges related to the P/G.

Cost Transfer Aids
www.finance.umich.edu/programs/chartfields/funds/current/restricted/nonfederal/transferguidelines

How to Write Journal Entries
www.finance.umich.edu/finops/accounting/journals (See PDF too:
http://www.finance.umich.edu/system/files/Journal_Entry_Training_Guide.pdf)

Research Compliance

http://research-compliance.umich.edu/
Access the resources and information you need on compliance matters including export controls, research safety, research integrity, working with human subjects, animal care and use, stem cells, controlled substances, or when to use M-Inform for disclosing outside interests.

http://research.umich.edu/export-controls
If your research involves technology, technical data, technical assistance, and items or materials (from software to satellites and more) that will be physically or electronically exported, shipped, transmitted, transferred, or shared from the U.S. to foreign countries, persons, or entities, you need to work with Export Controls to comply with federal law and U-M policies.

Tools & Resources

RAP/RAPid Newsletter Signup - orsp.umich.edu/newsletter-signup
Sign up for our Research Administration Post (RAP) newsletters or modify your preferences. Stay apprised of University of Michigan research and research administration matters.

Training/Workshops - orsp.umich.edu/navigate
Find training, videos, mentor programs and more on a broad range of topics in research administration.

Policies & Procedures

ORSP Standard Operating Procedures (SOPs) - orsp.umich.edu/sops
Get a deeper understanding of sponsored project matters by viewing ORSP's Standard Operating Procedures.

Unfunded Agreements (UFAs) - http://orsp.umich.edu/unfunded-agreement-types

Learn about the various types of contracts and agreements that need to be routed through eResearch, including NDAs, DUAs, and MTAs.