**OVERVIEW**

Grants Administration is a coordinated effort between the Department, the Office of Research Services and the Office of Sponsored Projects.

The **Department** is the first point of contact for any researcher. The Department supports the project investigators in the development of proposals and related financial narratives and budgets. The Department also provides post-award administration including monitoring of grant account activity.

The **School of Medicine** offers support for researchers through their [**Office of Research**](https://www.medschool.lsuhsc.edu/research/). Their office provides guidance in the areas of research opportunities (both internal and external), research resources that can be found at LSUHSC including core laboratories and a list of major equipment. They also offer a comprehensive Guide to Research for all School of Medicine Investigators.

The [**LSUHSC** **Office of Research Services**](http://www.lsuhsc.edu/administration/academic/ors/) provides pre-award assistance including evaluation and routing for official institutional signatures on all grant applications, management of the Institutional Review Board (IRB) which provides oversight of the protection of human subjects in research, and management of the Institutional Animal Care and Use Committee (IACUC) which provides oversight for the welfare of animals used in research.

The [**Office of Sponsored Projects**](http://www.lsuhsc.edu/administration/accounting/sponsored_projects.aspx) provides post-award assistance including setting up awards in the LSUHSC System (Peoplesoft), billing and cash collection throughout the life of the project, coordinating the effort reporting process and preparing financial reports to the agency, primarily at the close out of the award.  They provide technical assistance on all aspects of post award management.

The [**Office of Technology Development**](https://www.lsuhsc.edu/administration/academic/otm/) protects your research. *Before* submitting any invention-related manuscripts for publication or presenting it at seminars or conferences, *before* disclosing inventions to third party, *before* transferring unique or proprietary materials, contact the Office of Technology Development. The Office Technology Development provides researchers with information and assistance on:

* Technology Development
* Technology Disclosure
* Material Transfer Agreements (Routing for institutional signature required)
* Confidentiality Disclosure Agreements (Routing for institutional signature required)
* Inter-Institutional Agreements
* Patents

***Please remember that although the Office of Research Services and Office of Sponsored Projects can assist you with your grant, please contact your departmental business official with your request first. The department is responsible for the overall administration of the award.***

**GRANTS APPLICATION PROCESS**

When submitting a grant application, please follow the process identified below:

A. Review eligibility requirements of agency and RFP

B. Meet with Business Manager

* Provide BM with copy of RFP, if applicable
* Together with BM, prepare budget and justification
* Provide BM with 3 keywords (<http://www.lsuhsc.edu/administration/academic/ors/docs/Keywords.pdf>)
* BM will assist with institutional portion of grant application

C. Consortium Agreement (if applicable)

If you are subcontracting out a portion of the scientific work, please be sure to request the following from the subcontractor:

* Consortium Letter of Agreement)
* Budget and justification
* Checklist
* Cognizant Agency/Congressional District (NIH only)

D. Routing for Institutional Approval

You must submit the grant application at least 10 business days in advance of the due date for review by the Office of Research Services. You do not need to have the entire application complete, but you must submit the following:

* Yellow double-sided routing sheet
* Project abstract (draft acceptable)
* Face Page
* Budget and Justification
* Checklist (or other document showing F&A calculations)
* Copy of regulatory ([IRB](http://www.lsuhsc.edu/no/administration/rs/irb/default.htm) / [IACUC](http://www.lsuhsc.edu/no/administration/rs/IACUC_Forms.htm) / [IBC](http://www.lsuhsc.edu/no/administration/rs/IBC_Biosafety/default.htm), etc.) approvals
* Consortium packet (if applicable)

Links to the above documents can be found on the [Offices of Research Services Grants](http://www.lsuhsc.edu/administration/academic/ors/grants_contracts_processing.aspx)

[and Contracts Processing Page](http://www.lsuhsc.edu/administration/academic/ors/grants_contracts_processing.aspx)

**NOTE: YOU ARE UNABLE TO SUBMIT YOUR GRANT TO THE AGENCY UNTIL IT HAS BEEN REVIEWED AND APPROVED BY THE INSTITUTIONAL OFFICIAL. THEREFORE, YOU YOUR GRANT IS NOT ELIGIBLE FOR SUBMISSION AT THIS POINT IN THE PROCESS.**

E. While Your Grant Is Routing

Please complete the following while your grant is routing for Institutional Approval:

* Provide a copy of full application to BM for review
* Finalize attachments for application to include:
  1. Letters of support
  2. Biographical sketches
  3. Other support
  4. Resources & Equipment
  5. Research plan, etc.
  6. All of the above for Consortium partner

F. Upon Receipt of Institutional Approval

If electronic submission, please e-mail file to Nicole Barron ([nbarro@lsuhsc.edu](mailto:nbarro@lsuhsc.edu)). This process must be completed at least 5 business days in advance of due date.

If hard copy submission, please work with your departmental business office on submission.

H. Immediately After Grant Is Submitted

Process regulatory ([IRB](http://www.lsuhsc.edu/no/administration/rs/irb/default.htm) / [IACUC](http://www.lsuhsc.edu/no/administration/rs/IACUC_Forms.htm) / [IBC](http://www.lsuhsc.edu/no/administration/rs/IBC_Biosafety/default.htm), etc.) paperwork for approval in anticipation of just in time request.

**PROJECT EXPENSE ALLOCATION**

When a grant/contract is submitted, a budget is also prepared. Once an award is made, the budget submitted at the time of the application is used as a guide to determine employee effort and eligible expenses. This information is confirmed with the PI, and a PER-3 is completed to assign the employee’s effort to the project. Supplies and other expenses are purchased in accordance with the policy of the funding agency. The PI may elect to establish a blanket order for supplies or utilize the P-card for purchasing activity. The project may also be set up in Auxiliary Enterprises for purchases through Medical Center Stores.

**MONITORING OF GRANT ACCOUNTS**

When the Department is notified of the award, a projection template should be completed for that

account in accordance with the notice of award. The projection template provides the administrator and PI with a mechanism for monitoring the expenses and available budget. This process should be completed no less than quarterly during the budget year.

The Investigator will be provided with the Projection sheet and detail list of transactions for each project. Use this information to monitor the account and ensure that the items posting to the ledger are intended for use on that project and are allowable for that account.

**MATERIAL TRANSFER AGREEMENTS**

A Material Transfer Agreement (MTA) is a contract used to define the terms and conditions forthe transfer of unique or proprietary research materials and any derivatives.

A MTA can address ownership, use, confidentiality, publication rights, rights to inventions and research results.

“Unique or proprietary research materials” can encompass reagents, drugs, monoclonal antibodies, animal models, cell lines, plasmids, DNA, chemical compounds, clones vectors, and more.

1. When transferring biological material from LSU Health Science Center:
   1. Contact the Office of Technology Development
   2. Complete the institutional Material Transfer Agreement. The link to the instructions and agreement are below:

MTA Instructions:

<http://www.lsuhsc.edu/administration/academic/otm/mta.aspx>

Agreement

[http://www.lsuhsc.edu/no/administration/otd/MTA.pdf](http://www.lsuhsc.edu/administration/academic/otm/Forms.aspx)

* 1. Submit the agreement to the receiving institution requesting that they return four original agreements signed by the official signatory. Researchers are not allowed to sign MTA’s on behalf of the institution.
  2. After the receiving the four signed MTAs from the receiving institute, review the agreements.
  3. Submit the MTAs to your business office for routing.
  4. Transfer research materials, only after you receive the fully executed MTA from the departmental business office.

1. When receiving an MTA for biological materials, remember researchers are not allowed to sign on behalf of the institution. Please follow the process below:
   1. Acquire and carefully review an electronic version of the agreement. Send the electronic version of the MTA to your business manager.
   2. Your business manager will e-mail the agreement to the Offices of Research Services and Technology Development for their review.
   3. If revisions are required, it is your responsibility to negotiate amendments.
   4. When the MTA is reviewed and acceptable by both the sending and receiving institutions, print four copies of the MTA.
   5. Bring the MTAs to your business manager. A yellow routing sheet will be attached and “sign here” flags will be placed on all signature lines and routed through the Office of Research Services.
   6. Once the LSUHSC signatory has signed all four MTAs, the Office of Research Services will contact the business office. Make a copy and send all 4 originals to sending agency. Request that they return 2 originals back to you with all signatures.
   7. You should receive a fully executed MTA with the biological material. Please send the fully executed MTA to the business office.

Further steps, protection and licensure, are beyond the scope of the business office and require direct communication with the Office of Technology Development.

**Research Grant useful links:**

(1) From the School of Medicine:

<http://www.medschool.lsuhsc.edu/research/docs/Guide%20to%20Research%20at%20LSUHSC%2012-08.pdf>

(2) PDF document for new faculty about research in School of Medicine.

<http://www.medschool.lsuhsc.edu/research/>

(3) Helpful Admin Information for completing grant applications

[http://www.lsuhsc.edu/no/administration/rs/Helpful\_Administration\_%20Information.pdf](http://www.lsuhsc.edu/administration/academic/ors/docs/Helpful_Administrative_Information.pdf)

(4) What to Route to Research Services for grant applications. On this page are links to:

1. Sample Letter of Intent to create Consortium.
2. Procedures for Processing Agreements & Contracts.
3. Templates for Clinical Trials & Research Agreements

<http://www.lsuhsc.edu/administration/academic/ors/grants_contracts_processing.aspx>

(5) Office of Research Services which has links for Research Compliance Programs:

1. HIPPA & Research Guidelines.
2. Institutional Review Board (IRB).
3. Institutional Animal Care and Use Committee (IACUC).
4. Institutional Bio-Safety Committed (IBC).
5. Radiation Safety.

[http://www.lsuhsc.edu/no/administration/rs/default.htm](http://www.lsuhsc.edu/administration/academic/ors/)

(6) Research Resources and Funding Opportunities

<http://www.lsuhsc.edu/administration/academic/ors/research_resources.aspx>

(7) PowerPoint Presentation on preparing NIH electronic grant applications <http://www.lsuhsc.edu/administration/academic/ors/docs/ORS_Prof_Dev_Knowledge_Base.pdf>