

PI QUICK GUIDE TO GRANT PROCESS & CONTACT INFO

APPLYING FOR GRANT	
PROPOSAL & BUDGET DEVELOPMENT	<p>PI responsibility –</p> <p>1) Email ORSP (Office of Research and Sponsored Programs) immediately if you are intending to submit a grant application and also, submit a copy of the Notice of Funding Opportunity (NOFO) [AKA Request for application (RFA) AKA Funding Opportunity Announcement (FOA)]</p> <p>Note: ORSP will send you the following documents to fill out once they have received your notification: ORSP Notification of Intent to Submit Grant form, the Budget Template and the Routing Form. They will also give you the deadline dates for submitting certain documents for review/approval.</p> <p>2) Send the following documents to ORSP for review and approval a minimum of 10 business days prior to submission deadline* in order to obtain approval for submission. <i>If documents are not received by the timelines set forth, then you take the chance that your proposal may not be approved by submission due date/time! If no approval is received for submitting the proposal, then the proposal cannot be submitted.</i></p> <ul style="list-style-type: none">➤ Routing Sheet➤ Budget➤ Budget Justification➤ Project Summary or Abstract
*SUBRECIPIENTS/CONTRACTORS	<p>PI responsibility – Determine if subrecipient vs contractor. Subrecipients will actively participate in the project and are subject to monitoring against compliance requirements whereas Contractors do not and may only provide a service.</p> <p><u>*If subrecipients (subawards) are to be included in proposal:</u></p> <p>Send CSU Pueblo ORSP the subrecipient(s) contact person email address for <i>their</i> Office of Sponsored Programs.</p> <p>MORE INFORMATION ON NEXT PAGE</p>



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APPLYING FOR GRANT CONTINUED

SUBRECIPIENTS/CONTRACTORS CONTINUED

CSU Pueblo ORSP will contact subrecipient OSP for the following documents (specific to their portion of the project):

- Statement of Work (SOW)
- Budget
- Budget Justification
- Letter of Commitment
- Subrecipient Form (provided by CSU Pueblo ORSP)

*The deadline for return of **subrecipient documents** is a minimum of **20 days prior to submission deadline!***

Keep in mind if documents are not received by the timelines set forth, then you take the chance that your proposal may not be approved by submission due date! If no approval is received for submitting the proposal, then the proposal cannot be submitted.

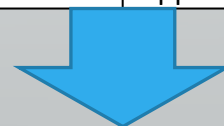
If you need assistance or have questions on the Proposal, Budget or anything else contact ORSP via email at: CSUP_ORSP@csupueblo.edu



SUBMISSION

PROPOSAL REVIEW & SUBMISSION

Submit all remaining required documents per the RFA in **Word format** to ORSP for review a **minimum of five business days prior to submission deadline**. By deadline date ORSP will send preview of proposal submission to PI for final approval and then submit.



AWARDED GRANT

GRANT AWARD NOTIFICATION (GAN)

PI to forward email to csup_orsp@csupueblo.edu. ORSP will send email back to PI with necessary forms needed to set up grant account.

NOTE: Any emails or documents sent to PI **must** be forward to ORSP office at CSUP_orsp@csupueblo.edu



SET UP GRANT ACCOUNT

PROJECT ACCOUNT & BUDGET SET UP

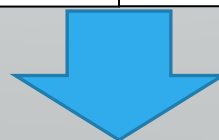
PI to fill out forms (provided via email from ORSP or you can also find them on the ORSP website) and obtain signatures by supervisor and/or dean. You will need to determine who will be Fiscal Officer and Budget Manager on the account. **PI cannot be both!** If you need assistance or have questions regarding forms, contact via email: CSUP_ORSP@csupueblo.edu

SET UP KUALI FINANCIAL SYSTEM ACCESS (KFS)

If you or whomever will be fiscal officer and/or managing the budget **do not** have KFS access, you will need to create a CRA form and complete KFS training. **DO NOT DELAY!** Once training is complete it could take up to 2-4 weeks for access to be given! Email Kimberly Stanley at kimberly.stanley@csupueblo.edu for information on KFS access and the Kuali New User slides. You can also self-enroll in Blackboard training at:

<https://www.csupueblo.edu/business-financial-services/kuali-financial-system/training.html>

CRA form: <https://www.csupueblo.edu/information-technology/services-and-systems/computing-resource-application.html>



POST AWARD

SUBAWARD AGREEMENTS / POST AWARD QUESTIONS

If there is a subaward included in the budget, then once the Grant Award Notice (GAN) is received the PI is to email ORSP the *PI Request to Issue Subaward Agreement*

For form go to ORSP webpage under Faculty/Forms & Guidance:

<https://www.csupueblo.edu/research-and-sponsored-programs/faculty-resources/forms-and-guidance.html>

Need assistance or have questions regarding post-award please contact, Grant Specialist, Susie Wickman or ORSP:

Email: susie.Wickman@csupueblo.edu

Email: csup_orsp@csupueblo.edu

Phone: 719-549-2278

HIRING/PAYING PEOPLE FROM GRANT ACCOUNT

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Personnel Action Form (PAF) – Use when *current* CSU Pueblo employee will be paid partially or all salary directly from grant. For questions or assistance contact HR via email: CSUP_HR@csupueblo.edu or call 719-549-2441.

For form go to: <I:\University Common\Human Resources forms>

Non-Student Hourly (NSH) – Use for people paid by the grant who are *neither current students nor current employees*. For Policies & Procedures regarding non-student hourly employees go to HR website:

[Policies & Procedures | Policies & Procedures | CSU-Pueblo \(csupueblo.edu\)](#)

For form go to: <I:\University Common\Human Resources forms>

Submit the NSH form to: CSUP_HR@csupueblo.edu

MORE INFORMATION ON NEXT PAGE

HIRING/PAYING PEOPLE FROM GRANT ACCOUNT CONTINUED

HIRING/PAYING PEOPLE FROM GRANT ACCOUNT CONTINUED

FileBound – Use for requests for current CSU Pueblo employee to receive *supplemental pay* (additional to salary) from sponsored programs for duties beyond or *different* from their current job duties or when hiring *student research assistant*. The ORSP will approve or reject supplemental pay requests from sponsored programs in compliance with 2CFR200.430 an applicable university policies. PI or admin in department will need to enter supplemental pay requests and student research assistant job request in FileBound. If you have not used FileBound before you will need submit a CRA for access. For questions or assistance with FileBound contact IT Help Desk via email at: csup_help_desk@csupueblo.edu

Faculty salaries paid on federal awards must be in compliance with federal regulations. OMB Uniform Guidance (2CFR200.430) does not usually allow supplemental compensation during the academic or fiscal appointment period. The University’s Authorized Organizational Representative must submit all exceptions to the sponsoring agency’s grants management division for approval. Employees who perform additional duties (mainly administrative or professional) throughout the fiscal year and receive a fiscal salary conversion in compensation must account for the time and effort associated with additional work assignments they perform outside their regular work schedule. State and federal regulations forbid supplanting and double-dipping, as describe by the US Department of Justice.

OMB Uniform Guidance 2CFR200.430: [eCFR :: 2 CFR 200.430 -- Compensation—personal services.](#)

CSU Pueblo Supplemental Policy: <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=135>

MORE INFORMATION ON NEXT PAGE



HIRING/PAYING PEOPLE FROM GRANT ACCOUNT CONTINUED

HIRING/PAYING PEOPLE FROM GRANT ACCOUNT CONTINUED

Reassigned Time – Clear with chair & dean and email CSUP_HR@csupueblo.edu with name, PID number, monthly pay amount, reassigned time start and end dates and KFS account grant account number. Process via PAF (Personnel Action Form).

For form go to: <I:\University Common\Human Resources forms>

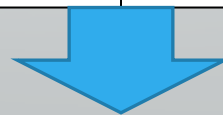
Student Employment Positions – They have their own processes such as job announcements, referrals and so forth. If you have not hired a student previously you will need to submit a CRA for access to the HR module in AIS prior to having the student ready to be hired on the grant. If you have any questions, please contact Student Financial Services (SFS) Student Employment via email: csup_sfsstdemployment@csupueblo.edu or call 719-549-2753.

Honorarium – This payment is a **voluntary payment to a professional person *outside* the University community** as an expression of thanks where payment isn't required. **There should be no advanced knowledge or negotiation of the payment!**

For form go to ORSP webpage faculty/forms: <https://www.csupueblo.edu/research-and-sponsored-programs/faculty-resources/forms-and-guidance.html>

The honorarium form will need to be filled out and attached to the Kuali Document when you make the payment.

CSU Pueblo Financial Procedure Instructions - <https://www.csupueblo.edu/vice-president-for-finance-and-administration/doc/bfs-policy/rule02/fpi-2-18-honoraria-pueblo.pdf>



PURCHASING

PURCHASING SUPPLIES & EQUIPMENT

Refer to <https://www.csupueblo.edu/purchasing/index.html> for up-to-date information on how to process purchases based on the nature of the purchase and the dollar amount. *All University Travel processes MUST be followed **before travel occurs!***

Need assistance or have questions regarding purchases contact the Procurement Office.

Email: deirdre.gonzales@csupueblo.edu Phone: 719-549-2355

Email: chris.fendrich@csupueblo.edu Phone: 719-549-2054



GRANT ACCOUNTING

GRANT ACCOUNTING

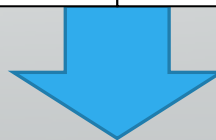
PI monitors expenses and budget status.

PI works sends the Grant Accountant monthly draw downs or invoicing.

If you need assistance or have questions regarding these processes, please contact Business Financial Services.

Email: cyndie.decker@csupueblo.edu

Phone: 719-549-2449



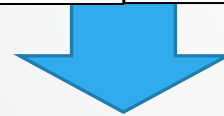
REPORTING

REPORTING

Non-Financial Reports: PI submits technical and programmatic progress reports as required by sponsor. Contact sponsor contact person for assistance with report. Sponsor contact is listed on GAN (Grant Award Number) document.

Financial Reports: Grant Accountant prepares periodic financial reports and granting agencies.

Financial Statement Information: Grant Accountant prepares information for financial statements as well as annual SEFA report and ad hoc requests.



REQUESTS FOR CHANGE IN KEY PERSONNEL OR BUDGET

CHANGE IN KEY PERSONNEL

If there is a change in key personnel, the **PI must contact the ORSP immediately** so that the proper steps can be taken to notify the sponsor and get their approval **BEFORE** new key personnel can start work on the project.

CHANGE IN BUDGET

If there is a 10% or more change in budget, the **PI must contact the ORSP immediately** so that the proper steps can be taken to notify the sponsor and get their approval **BEFORE** funds are spent in new areas.



NO-COST EXTENSIONS

NO-COST EXTENSION REQUESTS

If more time is needed to complete the grant, then it may be possible to request a no-cost extension from the granting agency when allowable.

PI must submit a form to the the ORSP in the **last year of the project** if an extension is needed so that the proper steps can be taken to make such request.

For Form go to ORSP webpage faculty/forms:

<https://www.csupueblo.edu/research-and-sponsored-programs/faculty-resources/forms-and-guidance.html>

If approved by the sponsor the ORSP will notify the Grant Account and PI of the extension.



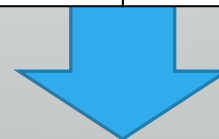
CLOSEOUT

CLOSEOUT

At project end date and after the allowable days for finalization of expenditures (per the terms and conditions), the Grants Accountant will inactivate the KFS account and expenditures can no longer be posted to it.

The Grants Accountant will manage all final financial reporting in consultation with the PI and OSP as needed.

For deliverable or fixed price contracts, unexpended funds will be handled according to the award/contact terms and conditions.



RECORDS RETENTION

RECORDS RETENTION

Records must be retained according to university, sponsor and federal regulations. Records associated with federally-funded sponsored programs must be retained for the latter of **six (6) years** following submission of the final financial report or until all existing audit questions have been resolved.



RESEARCH COMPLIANCE CONTACT INFORMATION

For questions regarding any of the below topics please contact:

Email: csup_research@csupueblo.edu

Email: john.Williamson@csupueblo.edu

Phone: 719-549-2278 (message only)

If question regarding IRB, please contact IRB Chair Barbara Brett-Green at barbara.brettgreen@csupueblo.edu

*Visit our website for more information on Compliance Training,
IRB (Institutional Review Board), IACUC (Institute Animal Care and Use Committee) and/or Biosafety:*
<https://www.csupueblo.edu/research-and-sponsored-programs/compliance-and-review-boards/index.html>

Funding Opportunities

Proposal Editing

Research Collaborations

Compliance Training

IRB (Institutional Review Board)

ACUC (Institutional Animal Care & Use Committee)

Biosafety



GENERAL CONTACT INFORMATION

OSP (Office of Sponsored Programs) Pre-Award, Post-Award or general grant questions	Email: CSUP_orsp@csupueblo.edu Phone: 719-549-2278 Post-Award Email Grant Specialist: susie.wickman@csupueblo.edu
BFS (Business Financial Services) Grant Accountant	Grant Accountant: cyndie.decker@csupueblo.edu Phone: 719-549-2449
BFS (Business Financial Services)- Accounting Kuali Financial Services (KFS) – Data entry questions re: Travel Authorizations/Reimbursements	(Nicole aka Antwanette Lara) Email: nicole.lara@csupueblo.edu Phone: 719-549-2355
HR (Human Resources) Hiring/Paying people from grant funds	Email: CSUP_HR@csupueblo.edu Phone: 719-549-2441
PURCHASING/PROCUREMENT Purchasing/Travel	Email: deirdre.gonzales@csupueblo.edu Phone: 719-549-2355 Email: chris.fendrich@csupueblo.edu Phone: 719-549-2054
Director of Research Questions on preparing written grant proposal	Email: john.Williamson@csupueblo.edu Phone: 719-549-2278 (message only)
IT Technician Questions on FileBound	Contact CSU Pueblo Help Desk Email: csup_help_desk@csupueblo.edu Phone: 719-549-2002
Student Financial Services (SFS) - Student Employment Questions on Student Employment	Email: csup_sfsstdemployment@csupueblo.edu Phone: 719-549-2753



LINKS TO FORMS/RESOURCES

ORSP Routing Sheet https://www.csupueblo.edu/research-and-sponsored-programs/_doc/2021-osp-routingform.docx	HR (Human Resources) Policies & Procedures Policies & Procedures Policies & Procedures CSU-Pueblo (csupueblo.edu)
Budget Spreadsheet Template https://www.csupueblo.edu/research-and-sponsored-programs/_doc/csup-budget-excel-template-01012021.xlsx	Procurement/Purchasing https://www.csupueblo.edu/purchasing/index.html
Kuali Blackboard https://www.csupueblo.edu/business-financial-services/kuali-financial-system/training.html	Retention Policies (Under Financial Document Record Retention PDF see <u>4-13. Grant Files</u>) Rule 10 - Records Retention Financial Policies & Procedures CSU-Pueblo (csupueblo.edu)
CRA form https://www.csupueblo.edu/information-technology	OSP forms https://www.csupueblo.edu/research-and-sponsored-programs/faculty-resources/forms-and-guidance.html
PAF (Personnel Action Form)/Non-Student Hourly I:\University Common\Human Resources forms	PI Manual https://www.csupueblo.edu/research-and-sponsored-programs/_doc/csup_osp_pi_manual_01012021.pdf
OCG (Office of General Counsel) Routing Sheet https://www.csupueblo.edu/general-counsel/_doc/routing-form-template1.docx	Student Financial Services (SFS) – Student Employment https://www.csupueblo.edu/student-financial-services/student-employment.html

Most up-to-date PI Quick Reference Guide can be found on the ORSP website under Faculty Resources

<https://www.csupueblo.edu/research-and-sponsored-programs/faculty-resources/index.html>