CEA PRE-AWARD GUIDELINES

Pre-Award Proposal Submission Checklist:

- Create or update your profile in the grant management systems:
    - NSF Research.gov /Fast Lane Registration
    - NIH eRA Commons Registration- HU form
    - Grants.gov workspace Registration
- Review the Program Announcement or RFA from the sponsor
- DocuSign- Howard University Electronic System for Proposal Routing (If an extension of existing grant use this DocuSign)
- The following forms may be required, depending on the RFP from Sponsor:
    - Letter of Intent for select RFAs (typically Limited Submission opportunities)
    - Cost Sharing Authorization form - PI should send a request to Pamela Clarke. She will facilitate and get the letter signed by the Provost for university-level funding.
- Letter of Commitment /Letter of Intent for sub-recipients/sponsors
- Human Subjects/Animal Use (approval from IRB)

The HU Office of Research Development can provide the following assistance:

- Review Program Solicitations and Funding Opportunity Announcements (FOAs) for individual investigator and multi-investigator (e.g., Institutional training grants), identify proposal key required features and work with PIs to establish proposal development timelines

- Preparation of grant proposal budgets and budget narratives

- Provide Grant Checklist, Outlines, and templates (e.g., Facilities and Resources)

- Coordinate and manage limited submission process and internal competitions

- Identify and Disseminate information on funding opportunities in alignment with faculty research interests

- Develop and offer Programs, Trainings, and Workshops on how to utilize research tools and resources and become more familiar with major sponsors (e.g., Cos Pivot)

- Sponsor Engagement: Build relationships with extramural entities, such as federal agencies, national labs, other universities, companies, and non-profits. e.g., Greater Washington Partnership, Brookhaven National Laboratory Partnership, NIH Master Affiliation Agreement

- Sponsor Engagement: Facilitate seminars and workshops to increase knowledge of sponsoring agencies. e.g., NSF Grants Workshop NSF CAREER Workshop, NEA/NEH Grant Workshop

- Interdisciplinary Team Support: Identify potential HU and non-HU collaborators on a proposal to address a specific task or needs

- Interdisciplinary Team Support: Facilitate the development of multidisciplinary teams to respond to specific program announcements and funding opportunities

- Secure letters of support from the Vice President of Research, Provost and Chief Academic Officer, and the President

- Assistance with non-technical proposal sections (e.g., Data Management Plan and Facilities & Resources)

- Assist with assembling proposal packages for submission to sponsor

- Conduct Research Workshops and Trainings (individual, small-group and large-group)

Contact Pamela Clarke with the Office of Research for Assistance:
202-806-6000
Pamela.a.clarke@howard.edu

<u>Research Administrators</u>
Proposal review, review budget, and of course submit the proposal in the eRA system based on agency
After the great is awarded, they set up the award in Peoplesoft.
Proposal Support
      George Young

Award Set-up
      Ignatius Cobb Grants Contractor/Consultant
      Grants and Contract Accounting

BUDGET TEMPLATE:

- Key Personnel

- PI & CO-PI – Summer Salary

- Salaried Personnel – Post Docs & Staff

- Wage Employees (Grads C514 & Undergrads

- Minimum Wage for Washington DC is $**17.00/hour** starting July 1, 2023

- Fringe Benefits this number will automatically be calculated once salary and wage employees are added to the budget.

- Participant Costs
  - Tuition (Clarify: Tuition, Tuition/Fees, All Intuitional Expenses)
  - Travel
  - Stipends
  - Supplies to be used by students

- Consultant Costs

- Equipment (3k and up)

- Materials and Supplies

- Travel

- Sub-Contracts (IDC applied to the first 25k)

- Other Direct Costs

- Indirect/F&A Costs Automatically at 54.1% **or what is allowable per announcement**

→ *CEA Pre-award document* *must be submitted 7 business days before the deadline*
→ *DocuSign must be completed at least 5 business days before the deadline*

For specific questions about pre-award policies, contact
Danda Rawat. Jones, Ph.D.
Associate Dean for Research and Graduate Education
danda.rawat@Howard.edu

CEA POST AWARD PROCESS GUIDELINES

This guide serves as a quick reference for some of the most common transactions that you may process during your grant period. Links to all forms are provided in this document.

Spending Timeframe

All spending on the grant must occur within the budget period. For example, if the budget period is from Jan. 1, 2024 to June 30, 2024, all spending must occur within this timeframe, regardless of funds remaining after the grant has expired. You will receive a notification from the Office of the Dean, ninety (90) days prior to the expiration of your award. Please ensure all expense-related paperwork is filed early enough so that the approval and payout process may be completed prior to the end date of the award.

Please see sections below for processing time and required documents.

All requests should be sent to CEA_Processing_Center@Howard.edu for processing.

Postdocs & Staff Hiring

Howard University requires that postdoc and staff positions be processed through the Howard University Office of Human Resources (HR).

If you have identified a candidate for the position, the candidate must also apply to the position once it is posted on the university website. The offer letter and onboarding process will be completed through HR. The CEA Office of the Dean is not directly involved with university hiring and onboarding processes. *Howard University hirees are not permitted to work until the Howard University Office of Human Resources has completed the hiring process.*

Required Documents:

1) [Funding Request Form](#)
2) [Position Description on Howard Template](#)

Student Work/Participation Dates

When hiring students or paying stipends, the work or participation dates must occur within a single semester. Per the academic calendar, the semester dates for academic year 2023-2024 are:

Fall:	07/31/2023 – 12/15/2023
Winter:	12/18/2023 – 01/05/2024
Spring:	01/08/2024 – 05/08/2024
Summer:	05/10/2024 – 07/28/2024

Please use these dates when submitting a request.

Teaching Assistants/Research Assistants/Graduate Assistants (Wage Paid students)

The teaching assistant, research assistant, and graduate assistant positions require onboarding through HR. The student is not permitted to work until the hiring process is complete.

Required Documents:

1. Draft Offer Letter -- **IMPORTANT**: Unless this document is signed by both the PI and the Office of the Dean, before being submitted to the student.
2. Funding Request Form
3. If awarding Financial Aid, Financial Aid Requisition form for the current school year (cost-sharing or non-cost sharing)
4. If applicable, Notice of Award.

Note: The process to fund your students will not be processed until the provisional offer and financial aid forms are received.

Undergraduate Wage Student Workers

Wage students are not permitted to work until the hiring process is complete. As of July 1, 2023, the minimum wage for Washington, D.C. is $17.00 per hour. Students must report their hours weekly and the principal investigator must approve their hours for the student to be paid. For more information, please review the CEA Student Employment Memo.

Required Documents:

1. Funding Request Form
2. If applicable, Notice of Award.

   NOTES:
   PI must approve activity pay in Workday for the payment to be processed..

Financial Aid/Tuitition

Financial Aid can only be awarded if it is stated in the grant. The form must state if the funds are to be used for any educational expense (refunds permitted), institutional charges only (no refunds), or tuition only (no refunds).

Required Documents:

1) Financial Aid Requisition form for the current school year (cost-sharing or non-cost sharing)
2) Statement of student's account

All Students must complete one of the following:

   For US citizens: FASFA
   For International Students:
      Dependent students, click here
      Independent students, click here

For additional assistance with completing the ISFAA, please review our guide to completing the ISFAA found Here.

The financial aid/tuition will not post unless the student completes this step and accepts the financial aid on Bison Web. The student must also be registered for classes during the term the aid is being awarded.

Stipends

The processing of stipends and travel reimbursements to students is contingent upon the student's status as a current or former employee of Howard University. CEA will contact you to submit the correct document. Please see the chart below:

Payment Type	Non-Employee	Current/Former Student Employee
Stipends	Payment Request Form	Funding Request Form

Stipend payments can only be paid to students for *participation in research*. The justification cannot indicate that the student is *working* on a project; this will be interpreted as a wage hire.

Required Forms:
1. Payment Request Form
2. Payment Request Memo

Instructions on how to complete the forms can be found here.

Travel

Please process start your travel request as soon as possible. HU Travel is taking about two weeks just to approve and complete the process for travel.

Required Documents:

Domestic Travel:

1. Funding Request Form
2. Documentation of Event (e.g., conference flyer, email about event etc)

International Travel:

HU travel policy requires these documents be submitted at least 60 days (no later than 30 days) before the date the travel occurs.

1. Howard University Request for Travel Authorization
2. Documentation of travel (e.g., conference flyer, email about event etc)
3. International Travel Information Request Form Compliance Statement
4. Event Participation Release This form is required for all members of the traveling party regardless of their affiliation with Howard.

Once you have received the approved and signed form, submit your Spend Authorization request through Workday.

Please note: It is mandatory that all Howard University business travel be reserved through HU travel agency Christopherson Business Travel (CBT). CBT is unable to prepay for any reservations that are not booked directly through CBT. Also, please note that CBT is not able to book rooms for conference hotels that are through a housing bureau or house authority, contact HU travel for assistance with facilitating these arrangements. If unable to comply with this, an exception must be approved by HU Travel in advance.

Travel Reimbursements

For Non-Wage Students:

1. Payment Request form
2. Copies of all receipts, excluding tips
3. If applicable, Complete Uber/Lyft receipt
4. If applicable proof of mileage, map from google maps to show miles.
5. Approved Travel Authorization from Workday

Reimbursements of travel expenses for Howard University employees and wage students are handled through Workday.

Consultants/Sub-Contractors

If you will be engaging the services of a consultant, contractor, or other outside vendor, Howard University policy states that ***"no vendors are permitted to provide goods or services without an executed purchase order from the Office of Procurement and Contracting."*** An executed purchase order will also ensure that the vendor will be paid in a timely manner.

Required Documents:

1. Completed New Sub-Agreement Information Form
2. Statement of Work
3. Contractor/Vendor Justification/Price Verification Form (CVJ/PVF)
4. If Consultant, quotes from selected consultant plus two additional quotes as proof of competition
5. Budget justification

Please submit the required documents as soon as possible prior to the consultant starting work.

Requisitions

Please try to have all requisitions for supplies entered at least **ninety (90) days** prior to the close of the grant period. This will allow time for the transaction to be processed, shipped, and paid prior to grant closing.

If you must be away from campus during the grant period, please designate an alternate Workday approver

Required Documents:

1. Funding Request Form
2. Quotes
3. Competitive quotes or sole source justification
4. Vendor contact information

<u>Credit Cards</u>

Howard University restricts what can be purchased via the P-Card, please contact the Office of Procurement and Contracting to confirm what is allowable.