O CGA UPDATES

PATTI MANHEIM
Director
Office of Contract & Grant Administration
March 10, 2011
Announcements/Reminders

❖ Changes to Project
  ➢ Change of PI appointment
  ➢ Scope of Work
  ➢ Deliverables
  ➢ Project Performance Site
  ➢ Key Personnel

❖ New NASA NCTE Web Tool
  ➢ Announced by NASA February 25, 2011
  ➢ Should only be used by OCGA
  ➢ PIs/departmental administrators should submit FDP Action Form to OCGA
  ➢ ORA News – March 7, 2011
PROPOSAL SUBMISSION
REQUIREMENTS

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Office of Contract & Grant Administration
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Background

- Part of the business process redesign of the PATS project
- Streamline the proposal data entry and review process
- Consistency in collection of proposal materials
- Timely and consistent availability of data
Two Lists

- Materials Required for:
  - OCGA Approval and Submission
  - Initiation of OCGA Review and Intake (data entry)
Materials Required

**OCGA Approval and Submission to the Sponsor – All Proposals**

- Completed Goldenrod with all required signatures
- Sponsor Guidelines
- Final Proposal – Complete and Error Free
  - All Sponsor forms requiring OCGA Signature
  - All agency required materials, including but not limited to biosketches, other support, etc.
  - Final budget in the sponsor-required format with internal budget worksheets, if needed
  - Final budget justification
  - Final statement of work
Materials Required

OCGA Approval and Submission to the Sponsor – As Applicable

- Sub-Award Documents (for third party recipients)
  - Final Statement of Work
  - Final Budget
  - Final Budget Justification
  - Completed Subrecipient Commitment Form with Institutional Signature:

- PI exception letter signed and completed (including signature of person authorized to approve PI exception letter)
Materials Required

**OCGA Approval and Submission to the Sponsor – As Applicable**

- Signed/Completed [COI forms](#):
  - 740
  - 700U
  - 700U Addendum

- Indirect cost rate should reflect sponsor policy, as noted in published guidelines:
  - if a vital interest waiver has not been approved by the time the proposal is submitted, the federally negotiated rate should be included in the budget
Materials Required

OCGA to Initiate Proposal Review and Intake Process – *All Proposals*

- Goldenrod – with data fields completed and PI signature.
- Sponsor Guidelines
- All Sponsor forms requiring OCGA Signature
- Final budget in the sponsor-required format with internal budget worksheets, if needed
- Final budget justification
- Prime Statement of Work or Abstract (draft or final)
Materials Required

**OCGA to Initiate Proposal Review and Intake Process – *If Applicable***

- **Sub-Award Documents**
  - Final Statement of Work
  - Final Budget
  - Final Budget Justification
  - Institutional Signature