Coffee with ORPA
September 14, 2023

What’s New!

Presented by:
Office of the Dean for Research
Office of Research & Project Administration
Office of the Dean for Research

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Hybrid Etiquette

In-Person:
- Presentation starts at 9:15 a.m. with breakfast and refreshments starting at 9:00 a.m.
- Speak clearly – In-room microphones should capture questions from the audience for online participants
- Don’t forget to sign in

On-line:
- Presentation begins at 9:15 a.m.
- Use the “raise your hand” feature in Zoom to ask questions
- Make sure to please mute yourself unless asked to unmute for your question or comment
- Use the chat feature – we will have a moderator and answer questions as often as possible
Agenda

- New Personnel Introductions
- National Science Foundation: Responsible & Ethical Conduct of Research
- ORCiD | SciENcv
- Department of Energy – New Current & Pending Requirements
- Disclosure Integrity
- New OPAR
- New Budget Distribution Spreadsheet
- Shared Services Short-Term Grants Manager Coverage
- Administrator Research Certification (ARC)
- Modified Total Direct Costs vs. Total Direct Costs
Coffee with ORPA Overview

- Runs during the Academic Year, not during the Summer
- Cover topics currently relevant to the research community
- Highlight processes and procedures – not a deep-dive training
- Open to topic suggestions
- Post slides on the ORPA website & distribute them prior to the presentation
New ORPA Personnel

» **Shared Services**
  - Lisa Kraut, Shared Grants Manager
  - Lauren Coleman, Shared Grants Manager
  - Tina Chandler, Lead Shared Grants Manager

» **Subawards**
  - Diana Montes-Cruz, Subcontracts Administrator
Responsible Conduct of Research

Karla Ewalt
Senior Associate Dean for Research
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### RCR Program

Responsible conduct of research (RCR), also known as responsible and ethical conduct of research (RECR), is a required training initiative for post-graduate education and sponsored research.

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Princeton RCR program implemented</td>
</tr>
<tr>
<td>2016</td>
<td>NSF OIG review: Princeton’s program commended during multi-institutional review</td>
</tr>
<tr>
<td>2023</td>
<td>Major RCR program update: New training covers faculty and incoming graduate students.</td>
</tr>
</tbody>
</table>

**Pre-2010:**
Individual grant compliance

- PIs and departments responsible for RCR training on select NIH grants and fellowships

**2010:**
- Princeton RCR program
  - America COMPETES Act, broad NSF requirements implemented

**2016:**
- NSF OIG review
  - Princeton’s program commended during multi-institutional review
# RCR Program Update Goals

## Policy Goals
- Develop policies that align with research and educational missions in training the next generation of scholars, scientists and engineers
- Ensure compliance of the RCR program with federal requirements to assure Princeton’s ability to receive federal research funding

## Training Goals
- Ensure compliance of the RCR courses with federal requirements to incorporate new topics and career stages
- Improve the RCR courses for graduate students and postdocs by connecting the community of instructors with their peers, RCR information, and educational materials and resources
- Support the professional development of the next generation of scholars, scientists and engineers as ethical and responsible researchers
Principles that Guide RCR Policy Making at Princeton

1. Professional development goals for graduate students and postdoctoral researchers guide the training policies, allowing for field-specific customization and flexibility so long as grant compliance requirements are met.

2. Grant compliance requirements guide RCR training policies for other populations (faculty, senior personnel, undergraduates, VSRCs, and other researchers).
## Updated RCR Program Requirements

<table>
<thead>
<tr>
<th>Population</th>
<th>Introductory RCR Module</th>
<th>Full RCR Courses</th>
<th>Faculty and Key Personnel RCR Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral students</td>
<td>New required training for all</td>
<td>Update topics (Div II, III, IV)</td>
<td></td>
</tr>
<tr>
<td>Research-based master’s students</td>
<td>New required training for all</td>
<td>Required for those on grants*</td>
<td></td>
</tr>
<tr>
<td>Postdocs</td>
<td></td>
<td>Update topics (Div II, III, IV)</td>
<td></td>
</tr>
<tr>
<td>Others (UG, VSRC) on grants*</td>
<td></td>
<td>Update topics</td>
<td></td>
</tr>
<tr>
<td>Faculty and senior/key personnel with NSF funding</td>
<td></td>
<td></td>
<td>New required training</td>
</tr>
</tbody>
</table>

* Grants with RCR requirements (most NSF, selected NIH, all USDA-NIFA)
Updated online resources – https://orpa.princeton.edu/resources/policies-and-procedures/responsible-conduct-research

» Policy

» Course list

» Decision tree

Office of the Dean for Research
 Outputs (continued)

› Introduction to RCR for Graduate Students – launched Fall 2023

› RCR Information Guides on 17 Topics – Google Drive

**Mentor Training and Mentorship**

University policy governs matters regarding many of the topics you will learn about below. This Guide is not a substitute for University policy, but is merely intended to summarize certain provisions of the policies, point you to them, and provide some helpful guidance.

**Content Authors:**
- Farheen Choudhary, Diversity and Inclusion Education Specialist in the Office of the Provost
- Laura Murray, Assistant Director, Learning Programs, McGraw Center for Teaching and Learning
- Anuradha ("Anu") Vedantham, Assistant University Librarian for Research Services, Teaching, and Social Science

**Summary of Topic Area**

In doctoral education, students spend the majority of their time in their programs after they complete coursework. For STEM trainees, these years are generally spent in lab settings and working with mentors and other trainees in collaborative teams. For Humanities and certain Social Sciences trainees, the time they spend on their independent research and dissertation work is often solitary. In both contexts, the mentoring relationship is essential. Ideally, it is with their primary advisors and mentors that research trainees develop knowledge, skills and field-specific expertise, receive timely and useful guidance and feedback on their work, socialize into their disciplines, grow their professional networks, and learn and practice strategies to cultivate flourishing and balance in life while pursuing personal and professional goals.

Despite mentorship’s profound importance in the academy, few graduate students, postdoctoral trainees, or faculty have formal opportunities to develop and deepen their mentoring practice (Possett, 2021). Since mentoring affects the well-being of individuals and teams (Charles et al., 2022; Levecque et al., 2017; Possett, 2018), and consequently, scientific productivity and success (Benderly, 2003; Gutierrez et al., 2021; Muschallek & Pull, 2016), it is essential to address mentor training and mentoring relationships explicitly in higher education. Fortunately,
Items in progress

Coming in 2024

› New faculty/senior personnel RCR overview for NSF and USDA
  › Custom course for Princeton personnel
  › CITI training platform
  › ~1 hour or less
  › Once, taken anytime prior to award or within 6 months
  › Pay on NSF awards
  › All personnel on USDA-NIFA

› RCR training reporting tools and instructions
  › Information Warehouse Report: RCR for Sponsored Projects: People who are charged to sponsored awards [PI, Senior/Key Personnel & Other who are working on the project]
  › Post-doctoral Researcher Report: All active postdocs [will be in the IW folders]
  › Graduate Student Report: All active graduate students– will indicate who took training
Labor Accounting Alert

Additionally, there is an existing pop-up in Labor Accounting that will alert you to ensure the individual is current with training requirements prior to charting to the award with the RCR attribute.

“Applicable Individuals must complete Responsible Conduct of Research (RCR) training to be paid from Project XXXXX. Non-compliance may result in the removal of all support for this individual. Resources: RCR status report in the Information Warehouse, RCR requirements and training options on the ORPA website.”
# Timeline

Rollout of updated elements to RCR program.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;July 31, 2023</td>
<td>New Grant Submissions</td>
</tr>
<tr>
<td></td>
<td>- New NSF submissions on or after this date</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>Graduate Intro Course</td>
</tr>
<tr>
<td></td>
<td>- Soft deadline, Sept 5th</td>
</tr>
<tr>
<td></td>
<td>- Hard deadline, end of term</td>
</tr>
<tr>
<td></td>
<td>- Grad school follow up</td>
</tr>
<tr>
<td>Spring 2024</td>
<td>Faculty Training Course</td>
</tr>
<tr>
<td></td>
<td>- Anticipate first awards in winter</td>
</tr>
<tr>
<td></td>
<td>- Communicate when the course is live</td>
</tr>
<tr>
<td></td>
<td>- Taken anytime</td>
</tr>
<tr>
<td>Summer 2024</td>
<td>Monitoring and Compliance</td>
</tr>
<tr>
<td></td>
<td>- Reporting tools</td>
</tr>
<tr>
<td></td>
<td>- Monitor completion for all populations, including postdocs</td>
</tr>
</tbody>
</table>
RCR Contributors

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National Security Presidential Memorandum 33 (NSPM-33) was issued in Jan. 2021, followed by implementation guidance Jan. 2022. This was a directive from the executive branch intended to safeguard the security and integrity of federally funded research.

Requires all federal funding agencies to strengthen and standardize disclosure requirements for federally funded awards.

Recommends the use of digital persistent identifiers (DPI's) to easily share personal information and to simplify the disclosure process for researchers seeking federal funding.

ORCiD is a DPI and meets the requirements of NSPM 33.

Encourages individuals to obtain an ORCiD ID and use ORCiD to facilitate pre-population of their biographical sketch in SciENcv.
Open Researchers & Contributor Identifier (ORCiD)

ORCiD is a global, not-for-profit organization. Princeton is one of 200+ members

ORCiD is a 16-digit persistent, unique identifier.

Allows for researcher disambiguation.

ORCiD records contain any of the information that you expect to find in a CV.

It associates researchers with their outputs (articles, data sets, profile) across their careers, regardless of changes in name and institutional affiliation.

A researcher’s ORCiD ID stays the same—it’s persistent!

You can grant permission to one or more “Trusted Individuals” to update your ORCiD record and act as a delegate managing your account. A trusted individual must have an ORCiD account of their own. Can also allow for an entity to be Trusted Party—(Princeton University, publishers)

ORCiD can connect SciENcv to help populate a Biosketch and C &P docs.
SciENcv: Science Experts Network Curriculum Vitae

SciENcv is an electronic system that helps researchers assemble the professional information needed for participation in federally funded research.

SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments.

Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports.

You can grant permission for a delegate to assess and manage a SciENcv account.

You will be able to connect ORCiD to SciENcv.
NSF Mandate for SciENcv

- National Science Foundation (NSF) mandates the use of SciENcv for preparation of the biographical sketch as of October 23, 2023. In the interim, proposers may continue to prepare and submit this document via use of SciENcv or the NSF fillable PDF.

- NSF Research.gov will validate uploaded files and not accept prior versions (e.g., PDFs not created by SciENcv).

- Senior personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.

- SciENcv will include requisite certification from Section 223 of the National Defense Authorization Act for FY21, regarding information being accurate, current and complete that the PI/researcher must sign.

- Use of ORCiD to populate the Biosketch and Current and Pending documents is strongly encouraged. This is accomplished by linking the researcher ORCiD account to SciENcv. It is likely that more agencies will require use of SciENcv in the future.
Helpful Links & Contacts

- ORCID search [https://orcid.org/orcid-search/search?searchQuery](https://orcid.org/orcid-search/search?searchQuery) (first name, last name, institution)
- ORCID support [https://support.orcid.org/hc/en-us/requests/new](https://support.orcid.org/hc/en-us/requests/new)
- Princeton University Library [https://libguides.princeton.edu/orcid-sciencv](https://libguides.princeton.edu/orcid-sciencv)
- ORPA web site [https://orpa.princeton.edu/orcid-sciencv](https://orpa.princeton.edu/orcid-sciencv)
  - The Library and ORPAs site include training video’s, instructional guides and getting started materials
- June 10, 2023 – Email from Pablo Debenedetti regarding new requirement
- SciENcv Training Resources
  - NSF Biographical Sketch video tutorial
  - NSF Current & Pending (Other) Support video tutorial
  - SciENcv help guide with NSF-specific section (includes screenshots and step-by-step instructions)
  - Using SciENcv Frequently Asked Questions
  - SciENcv demo recording from June 2023 NSF Grants Conference (demo starts at the 23:49 minute marker)
- Help Desk – info@ncbi.nlm.nih.gov.

The primary contact for ORCID and SciENcv at the Library/PRDS is Neggin Keshavarzian and the ORPA contact is Francine Taylor.

Office of Research and Project Administration
Department of Energy

Updated Current & Pending and CV requirements for NEW Principal Investigators and Senior/Key Personnel
Updated Special Terms & Conditions

- **Special Terms and Conditions** – posted on ORPA sponsor page
- Coming with award modifications
- Prior to award, the Recipient was required to provide current and pending support disclosure statements and a CV or Biosketch for each principal investigator (PI) and senior/key personnel, as the recipient and subrecipient level, regardless of funding source.
- Throughout the life of the award, the Recipient must submit current and pending disclosure statements and a CV or Biosketch for any new PI and senior/key personnel at the recipient and subrecipient level, added to the project under this award within thirty (30) days of the individual joining the project.
Updated Special Terms & Conditions

- In addition, if there are any changes to current and pending support disclosure statements previously submitted to DOE, the recipient must submit updated current and pending disclosure statements within thirty (30) days of the change.

- The recipient must ensure all PI and senior/key personnel as the recipient and subrecipient level, are aware of the requirement to submit updated current and pending support disclosure statements to DOE.
Additional Details

- Current and pending support is intended to allow the identification of potential duplication, overcommitment, potential conflicts of interest or commitment, and all other sources of support.

- NOTE: DOE is a sponsor that requires a list of all sponsored activities, awards, and appointments, whether paid or unpaid; provided as a gift with terms or conditions or provided as a gift without terms or conditions; full-time, part-time, or voluntary; faculty, visiting, adjunct, or honorary; cash or in-kind, foreign or domestic; gov’t or private sector; directory supporting the individual’s research or indirectly supporting the individual by supporting students, research staff, space, equipment, or other research expenses.

- All foreign government-sponsored talent recruitment programs must be identified in current and pending support.

***MUST BE CREATED IN THE NSF FORMAT WITH THE REQUIRED SIGNED CERTIFICATION.***
Disclosure Integrity

Resources for disclosure compliance
Compliance Requirements

- Required Mandatory Disclosure Training – runs Quarterly
- Faculty with federal funding attend mandatory disclosure integrity trainings
- Carefully read an RFP/FOA/Guidelines to fully understand sponsor requirements around disclosures
- Held previous CWO sessions regarding disclosures previously – use as a resource
- Slides for Disclosure Integrity training are posted on the ORPA website
- Common theme in all training: have conversations with your PI’s – ask questions!
General tools

- Existing Disclosure checklist
- General guide (will be updated shortly!)

Know what departments your PI is affiliated – do you have access to all of their programs to see the full picture? Discuss with your partner departments.
Biographical Sketch Resources

- Conflict of Interest (COI) system – every Department Manager has access to direct information and details
  - Providing pertinent information on excel spreadsheets has been discussed which would allow more information transparency (only certain sections of COI system) – creating talking points
  - Should be running the ‘Display Team COI Information’ on every proposal created in ERA.
Biographical Sketch Resources

- Checking the COI in ERA means they have submitted their disclosure but does not guarantee it has been reviewed.
- This is why conversations are appropriate early in the proposal preparation process.
Last minute review of a biosketch does not allow time for changes. (part of the administrative documents you are collecting when using the dual-submission process in ERA)

Ask your PI questions! Do not assume the last biosketch is current – appointments end and are added regularly. Sponsor are interested in current appointments and affiliations.

Utilize ORCiD & SciENcv accounts as a delegate to review what the PI entered in the system

What is included on the Biosketch should be what was disclosed in the COI system – and what is on the COA document (for NSF). Are there discrepancies?

Search their faculty website and the web in general!
Run the Individual Portfolio Report
   - This aligns with knowing whether you have access to all your PI’s programs – do you have the full picture?
   - Competitive internal funding must go on the C & P
   - Gift are required for DOE

Run the Current & Pending Report (is why it’s important to notify your GCA if a proposal was declined so it can be removed from the report to assist with accuracy)
   - This report now includes awards when a faculty or senior/key person is a Co-PI.

Ask questions! Do they have start-up funds at their other institutions/organization in which they have affiliations?

Are they personally receiving money that directly supports their research at Princeton?

Funds received by a post-doc or a grad student (fellowships, etc.), and they are working on this project, would be reported on the facilities document not the C & P. Support is only reported on the C & P if there is a time commitment by the PI to that fellowship.
Again, use your ORCiD and SciENcv resources as a delegate (make sure your PI’s are assigning you as such).

Delegate instructions for SciENcv

Every project should have effort – if no effort, they should not be listed on the C & P. Minimum effort is 1% of their appointment type.

NSF Pre-award and Post-award Disclosures
New ORPA Prior Approval Request Form
Anytime a request is being made and approval is required by the sponsor, a form must be completed and submitted to your ORPA Grant & Contract Administrator.

Great way to currently track your OPAR is to route through the ‘send email’ feature to your GCA. Attach is to the FP and starts and audit trail.
What did not change – the section regarding No Cost Extensions

The unexpended balance is NOT the balance after encumbrances – make sure you are including the unencumbered balance.

<table>
<thead>
<tr>
<th>Current End Date</th>
<th>Unexpended Balance</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested New End Date</td>
<td>Is this the first NCE request?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Justification (include technical/program-based rationale for request as well as plan for use of unobligated funds)
### Pre-Award Spending

- **Pre-award spending accounts** are available for awards having a PeopleSoft Award Number where the sponsor allows for expenses to be applied for a period up to 90 calendar days before the award start date in accordance with Uniform Guidance.

| Start Date |  | Pre-Award in Excess of 90 days (incl. justification in Other Approval section below) |
|------------|-----------------------------|

### Advance / Out-of-Period Spending Request

All costs incurred prior to official award start date are at the department’s risk. Discuss with GCA.

- **Advance Spending** requests are used when we DO NOT have a PeopleSoft Award Number and project costs are incurred prior to award arrival. This requires a back-up departmental chartstring. There must be a strong indication in writing that the award is forthcoming (attach as back-up).

- **Out of Period Spending** requests are used when we DO HAVE a PeopleSoft Award Number. The current period will/has expired and is expected to be extended. Example: We are waiting for an outyear amendment/modification for additional time and/or funding. Provide backup explanation/documentation.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Advance Spending Backup Chartstring</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>End Date</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Days</td>
<td>90 Days</td>
<td>180 Days</td>
<td>Other* (Sponsor may not allow, so check guidelines)</td>
</tr>
</tbody>
</table>

*If end date exceeds 180 days, discuss details with your GCA

<table>
<thead>
<tr>
<th>Sponsor Spending Limit (if applicable)</th>
<th>$</th>
</tr>
</thead>
</table>
When requesting pre-award, advanced spending or out-of-period spending, additional details should be provided under the ‘other approval requests’ section or attach additional backup as necessary.

<table>
<thead>
<tr>
<th>Other Approval Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete this section for any special or unusual request that requires either University or sponsor approval. Please include a concise justification. Please attach additional information as required.</td>
</tr>
</tbody>
</table>
The Department Approver should be the individual who has authority to approve proposals in ERA at the department level.

The designee and the department approver may be the same individual.

Designee is determined by your own department guidelines – were you given approval to submit requests on behalf of your PI?
Budget Distribution Spreadsheet

There are several purposes of the budget distribution spreadsheet:

- New Increment of funding comes in that does not align directly with a year or period of your budget in ERA.

- Redistribute funds in conjunction with a re-budget that submitted for approval by a sponsor.

- Re-distribute funds to a new project (fabrication, participant support costs, subawards, etc.) – sponsor approval would be required for most of these scenarios.

- This is not to be used to move funds to align with spending on an award – we do not re-budget unless it is a formal request to a sponsor.
## Budget Distribution Spreadsheet

**ORPA PROJECT BUDGET DISTRIBUTION SPREADSHEET INSTRUCTIONS**

Use of this form may be in combination with the ORPA Prior Approval Request Form (OPAR), which provides the reason for the budget distribution and necessary GCA approval. Incremental funding allocations will not require an OPAR.

<table>
<thead>
<tr>
<th><strong>START</strong></th>
<th>Enter the PeopleSoft AWD number in the first field.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTRIBUTE PROJECT</strong></td>
<td>The ‘Project Distributed (to) from’ field is the project you are reducing funds from, or the one you are adding a new increment.</td>
</tr>
<tr>
<td><strong>AMOUNT</strong></td>
<td>The ‘Amount Distributed (to) from’ field is how much funds are being moved/redistributed or added to a project.</td>
</tr>
<tr>
<td><strong>DATA ENTRY</strong></td>
<td>Enter in the amounts. Each column should be all positive or negative, not a combination of both. If adding an increment to a single (or multiple) project, all columns will be positive. If a rebudget, the first column will be negative and only represent the expense amounts you are reducing from a project, while the 2nd column will be positive, indicating where the funds are going. Do not enter in the full budget if not all budgeted expense categories are changing - only enter in the amounts affected.</td>
</tr>
<tr>
<td><strong>ADD PROJECT</strong></td>
<td>Enter in the corresponding projects at the top of each column (as applicable). If allocating an increment, this will be the project(s) the funds are being applied to by the Award Specialist.</td>
</tr>
</tbody>
</table>
# Budget Distribution Spreadsheet

## FRINGE & F & A

The cells for fringe and F & A are automatically calculated based on the selections made. Enter in the applicable rate and do not modify the calculations in any way. MTDC in first row, TDC in 2nd row. Leave the rate that is not applicable as zero (0).

## ADD/DELETE COLUMNS

Highlight the full column and select ADD or DELETE as applicable. Do not select the TOTAL column which will remove the formulas.

## ROWS

**Do not add or remove any rows.** You must use the existing expense types provided, understanding that sponsored budgets are more granular but PeopleSoft is limited.

## QUESTIONS

If you have questions regarding the completion of this form, please discuss with your Grant & Contract Administrator.

*Please reach out to Courtney Kohut (ckohut@princeton.edu) with any technical form issues.*
### ORPA Budget Distribution Spreadsheet

#### Code | Description | Comments | Amount Distributed | Amount Distributed | Amount Distributed | Amount Distributed | Amount Distributed | Total
--- | --- | --- | --- | --- | --- | --- | --- | ---

#### ADD PROJECT

- **ADD F&A RATE-MTDC (Modified Total Direct Costs - enter rate or 0% if using TDC rate)**
  - 0.00% 0.00% 0.00% 0.00% 0.00%

- **ADD F&A RATE-TC (Total Direct Costs - enter rate or 0% if using MTDC rate)**
  - 0.00% 0.0% 0.00% 0.00% 0.00%

#### Salary Distribution

- **SALRF** Salary Faculty: $0
- **SLAOS** Salary- DOF other Staffs: $0
- **SALADM** HR Admin Salary: $0
- **SALBW** Salary-HR Bi-Weekly: $0
- **SALGS** Salary-Ass in Res & Instruc: No Benefits
- **WAGESH** Student Hourly Wages: No Benefits

---

*Columns should be all positive or negative, not both.*

*If using this form to allocate a new increment, this would not be $0, but the amount of the increment.*

To add/delete columns, you MUST place cursor to highlight the entire Column to the left of the Total Column.
Shared Services
Short-Term
Grants Managers
Short-Term GM’s

› For departments with single-point-failure structures meaning, one grants manager supports all pre-award activities

› Shared Service Grants Managers can submit proposals & cover basic questions from faculty during short-term leaves (few weeks)

› New service agreements are in the works for departments to submit requests

› Email orpa-sharedserv@princeton.edu with any questions or requests for coverage
Short-Term GM’s

› Not intended for long-term leave
› Shared Services will assist in coordinating the hiring of temporary personnel to support long-term leave requirements (temp agencies)
› Assist in keeping the work-flow moving
› Discuss specific logistics for each circumstance
› Requires access to proposals for department & minimal post-award support (no labor accounting)
› More to come!
Administrator Research Certification (ARC)
Program Overview

- For Grants Managers or those looking to learn more about grants management
- Early career
- Focuses on the fundamentals as well as how to apply these skills at Princeton
- 12 to 24-month program
- 1 hour core classes + labs – total current time commitment is approximately 24 hours.
- 3 required electives, but can always take more
MTDC vs TDC
Modified Total Direct Costs

▷ Most federal sponsors use MTDC.
▷ If you are using the 62%/64% negotiated rate for Princeton, which excludes equipment, tuition, participant support costs, and the first $25k of each subaward – you are using the modified total direct cost rate.
▷ If you select MTDC in your budget in the ERA FP, it will automatically not apply IDC to these expense types.
▷ Anything less than our negotiated rate would be TDC unless the sponsor has their own exclusions, such as the Simons Foundation which excludes equipment, tuition and any portion of each subcontract in excess of $25,000 – so they are MTDC.
▷ Read your solicitations/FOA/NOFO/RFP carefully.
Total Direct Costs

- This is the simple total of all direct costs in the budget.
- If your sponsor requires the use of 15% indirect costs, and lists no exclusions, your will be using TDC which means the overhead is on ALL COSTS, despite including subawards, equipment, etc.
- You would select to not use the standard F & A cost base and rates in ERA.

3. * Does this budget use the standard F&A cost base and rates?  ☐
   - Yes  ☐ No  Clear

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