

# A New Era



## This Issue

Director's Corner **P.2**

Training and Professional Development Update **P.2**

Transferring Your Awards to WVU **P.3**

Tip of the Quarter **P.3**

Transferring Your Awards to Another Institution **P.4**

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## Changes at the WVU Research Office

Dr. Fred King, Interim Vice President for Research, as well as other key administrators, have worked together to carefully examine the structure of the Research Office and discovered several ways to improve our efficiency and effectiveness in assisting West Virginia University (WVU) to realize its strategic goals regarding research.

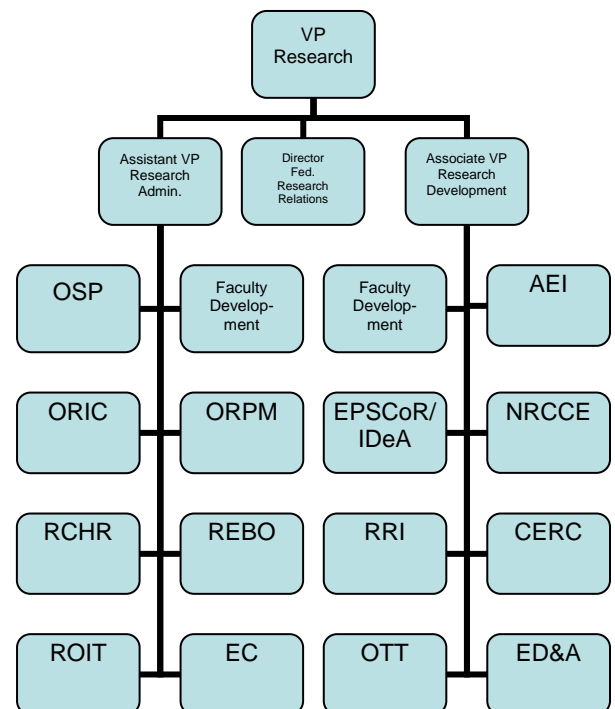
Some of the key changes include:

1. Clarifying the missions of the Research Office and the WVU Research Corporation;
2. Implementing a vertical organizational structure to clarify lines of communication, responsibilities, and reporting;
3. Realigning functions to streamline processes and create efficiencies in operation; and
4. Redefining positions to develop quantifiable metrics of performance aligned with strategic institutional priorities.

The improvements to the vertical organization structure will have a direct effect on several business practices within the Office of Sponsored Programs (OSP). Effective July 1, 2012, Alan Martin relinquished his role as Director of OSP and expanded his duties as the Assistant Vice President for Research Administration.

Starting July 1, 2012, Ms. Mary Jane Buckland will continue to provide dynamic leadership as the Interim Director of the Office of Sponsored Programs.

At this time, Ms. Buckland will be designated as the authorized organizational representative on all sponsored project applications. In addition, she will serve as the signature authority for WVU and WVU Research Corporation awards, as well as agreements. The following chart illustrates the new organizational structure for the WVU Research Office:



Congratulations to the following individuals on their professional development accomplishments:

### **Certified Research Administrator (CRA)**

- Ashley Boateng
- Janet Boyles
- Ronald Dean
- Anne Hatfield
- Tina Levelle
- Patricia McDade
- Katie Stores
- Amanda Thompson

### **Certified Preaward Research Administrator (CPRA)**

- Anne Hatfield

## **DIRECTOR'S CORNER**

### **Greetings from the Office of Sponsored Programs**

Typically, there are two perspectives regarding a change within an organization. Change can be perceived as being a negative or a positive event. My outlook regarding change is that it is positive, as well as necessary, to ensure continued success of any organization. The Office of Sponsored Programs (OSP) will continue to focus on the importance of providing excellent customer service to all members of the West Virginia University (WVU) research community but will enhance how we achieve this goal. One example will be an increase in the quality, as well as the quantity, of training and professional opportunities available to all members of the research community.

Dr. Fred King, Interim Vice President for Research, has carefully examined the structure of the Research Office and discovered several ways to improve our efficiency and effectiveness in assisting WVU realize its strategic goals regarding research. One such improvement was to implement a vertical organizational structure to clarify lines of communication, responsibilities, and reporting. Many of us face the challenge of wearing many hats to successfully support sponsored research activity at WVU. Effective July 1, 2012, I transitioned full-time to the role of Assistant Vice President for Research Administration and relinquished wearing the hat of Director of Sponsored Programs.

A change in leadership is often a stressful event, but I am confident the new Director of Sponsored Programs will alleviate any concerns you may have regarding this change. I am pleased to announce that Mary Jane Buckland has agreed to serve as the Interim Director of Sponsored Programs at WVU. We are fortunate that Mary Jane will continue to provide strong and dynamic leadership to the Office of Sponsored Programs, as well the entire WVU research community.

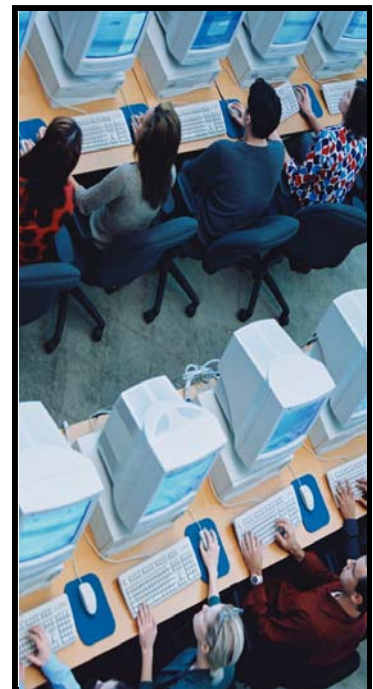
In closing, I am excited about these changes so that we can continue to develop a more positive, as well as effective, research atmosphere here at WVU.

~ Alan B. Martin, AVP for Research Administration

## **2013 Training and Professional Development**

Starting in early 2013, OSP will be working with several other offices involved with sponsored research projects to offer a series of training and professional opportunities to the WVU research community. These training and professional development sessions include topics, such as:

- *Working with the Office of Sponsored Programs (OSP);*
- *Basics of Sponsored Project Budget Development;*
- *Pre-Award: Proposal Preparation and Submission;*
- *Introduction to the Subcontract Process;*
- *The Green Sheet: Overview of the Internal Award Notification Document;*
- *Export Control and Sponsored Projects;*
- *Office of Research Integrity and Compliance (ORIC) Overview;*
- *IRB and Human Research Protections Overview;*
- *Using Animals in Research and Teaching at WVU;*
- *Conflict of Interest;*
- *Shared Research Facilities at WVU;*
- *Introduction to Project Management;*
- *The WVU Research Corporation Human Resources and Sponsored Projects; and*
- *No-Cost Extensions, Award Modifications and Project Closeouts.*



# Transferring Your Awards to WVU

For information on administrative requirements when there is a change of Grantee Organization, see the sponsor's guidelines. The following list of items need to be addressed when transferring awards to West Virginia University (WVU) or WVU Research Corporation (WVURC).

1. The Principal Investigator (PI) should make contact with the Program Officer and inform him/her of the planned move of the program to WVU/WVURC. The PI should request guidance on whether a transfer of the award is possible and obtain a list of requirements from the sponsor to initiate the transfer.
2. A "Relinquishing Statement" needs to be completed and processed through the current awardee organization's business office (a.k.a. your current institution's Sponsored Programs or Grants and Contracts Office) as soon as possible. PLEASE NOTE, that it is advisable for the PI (or PI representative) to channel the paperwork through his/her current organization's relinquishing process in a timely manner to avoid delays.
3. If the sponsor is the National Institute of Health (NIH), then a "Final Inventions Statement" needs to be processed through the current awardee organization's business office.
4. The PI (or PI representative) needs to request that the current awardee organization prepare a "Report of Expenditure" as soon as possible. The "Report of Expenditure" should be reviewed by the PI (or PI representative) prior to submission to the sponsor to verify that the report includes a request for the balance of the awarded dollars to be transferred to WVU/WVURC for the PI's use.
5. A complete packet needs to be prepared and processed through WVU's Office of Sponsored Programs. The first year's budget request should reflect the expected award amount that will be available for transfer to WVU. The dollar amount for direct costs for each remaining year of the award should match the existing award commitment in direct cost dollars.

*Note: If the PI plans to transfer equipment to WVU that was purchased under this award, then the PI needs to include a list of such equipment at the end of the application packet. Equipment CAN-NOT be moved to WVU until the current awardee organization relinquishes ownership.*

6. If applicable, the PI will need to obtain IRB/ACUC approvals through WVU's Research Compliance Office.
7. If subawards are included in the award, each subrecipient organization must provide the following documents:
  - a. a face page or letter signed by the subrecipient's business office official indicating the subrecipient's willingness to enter into a subrecipient agreement with WVURC should the transfer be approved;
  - b. a detailed budget for the initial year reflecting the dollars that have yet to be expended;
  - c. a budget page detailing the remaining years of the award; and
  - d. biographical sketches and other support pages.

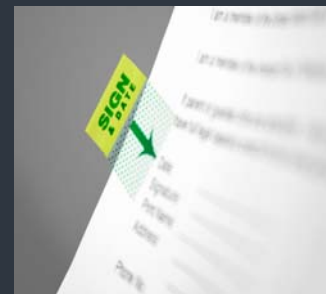
The complete transfer package should be routed through WVU's "Electronic Bluesheet" system (EBS) for internal approval. The budget dollars reflected on the routing form should be the balance of the initial years direct cost dollars that are to be transferred, plus WVU's facilities and administrative costs. (Please contact your department administrator at WVU or WVU's [Office of Sponsored Programs](#) for assistance in determining the proper negotiated facilities and administrative (indirect) cost recovery rate to use.)



## Tip of the Quarter:

### Obtaining President Clements' Signature

In some instances, sponsors will require President Clements' signature to appear on a sponsored project's cover sheet. The process for obtaining President Clements' signature is different than the signature process associated with the Office of Sponsored Programs (OSP) on behalf of WVU or the WVU Research Corporation.



Please allow three to four weeks for the process of obtaining President Clements' signature.

2012–2013

## Internal Grant Deadlines

9/04/12

Faculty Travel

10/02/12

International

11/07/12

Faculty Travel  
Senate Research

12/04/12

Public Service

01/08/13

Faculty Development

International

02/05/13

Faculty Travel

03/05/13

Faculty Development

International

04/02/13

Faculty Travel

05/05/13

Faculty Development

International

Internal grant proposals must be received electronically by the Office of Sponsored Programs by 4:45 PM on the day of the deadline at:

[wvu\\_internal@mail.wvu.edu](mailto:wvu_internal@mail.wvu.edu).

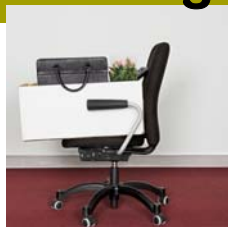
### Need More Information?

To learn more about all of the internal grant programs offered by the University, as well as get the most up-to-date application forms, visit the

**Internal Grants** page on OSP's website.



# Transferring Your Awards from WVU to Another Organization



If a principal investigator (PI) is leaving WVU, it is imperative that OSP be notified as soon as the PI has determined his/her departure date. All federal awards, and many state and private awards, have a specific process that must be followed and a set timeframe in which the action must take place to either transfer the award and request a change of PI.

The first step is for the PI, in conjunction with his/her department chair, to determine if the award is going to be transferred to the PI's new organization or if the WVU is going to retain the award and appoint a new PI. Regardless of the decision, action must be taken within 90 days of the PI's departure, as federal regulations specify that any absence of a principal investigator for more than three months requires prior approval. Obviously, the optimal time for a PI to notify OSP of an award transfer is before she/he leaves WVU, not 90 days after her/his departure from this institution.

If WVU is going to transfer the award, WVU's OSP will work with the PI, the department, Sponsored Research Accounting (SRA), Asset Management (if any equipment is going to be transferred), and the sponsor to transition the award to the PI's new organization. To begin the process, OSP will need a letter from the PI, signed by his/her chair, requesting approval to transfer the award. This letter should include the PI's departure date from WVU, the date she/he wishes to begin work at her/his new organization, the legal applicant name of the new organization, and any equipment she/he wishes to transfer.

Depending on the sponsor, the documentation may differ. The National Science Foundation (NSF) requires that the PI begin the process in FastLane. The National Institute of Health (NIH) has specific forms, such as a "Relinquishing Statement" and a "Final Invention Statement." Other sponsors simply require a letter outlining the above information. Once OSP receives the necessary documentation, we will work with SRA to determine an estimated unobligated balance to be transferred. We will also work with Asset Management regarding any equipment to be transferred.

After a final determination has been made by all parties involved, OSP will forward the required paperwork to the sponsor. Once the award is closed officially at WVU, SRA will send a final financial report. We will provide the sponsor with the unobligated award amount that can now be transferred to the PI's new organization.

If WVU elects to retain the award and request a change of PI, WVU's OSP will need a letter from the chair indicating that the PI is leaving, with a date of resignation, and a request to appoint a new PI. The letter should include a biographical sketch for the new PI. OSP will provide an official endorsement on behalf of WVU and forward the request to the sponsor. A revised notice of grant award must be received from the sponsor before an official change of PI can be granted.