congratulations on your first sponsored project award at Fulton Schools of Engineering!

The Research Advancement Team is ready to support you. See below for a list of services that we will provide as well as important ASU/sponsor policies and processes the Principal Investigator (PI) must understand.

overview of services

° Review expenditures before posting to make sure they are allowed. Provide guidance on any questions you have.
° Reconcile your account to assure there is a document with PI approval for each posted expense.
° Prepare monthly financial reports for your review. Explain the components of the report: budget, expenditures, encumbrances, balance and expenditure rate.
° Prepare projections to support your planning. Provide suggestions for financial management of your projects.
° Support the payroll renewal process.
° Provide guidance and complete actions related to no-cost extensions, re-budgeting and at-risk funding.
° Provide support for your annual and progress reports.
° Provide information for internal and external audits.
° Coordinate and provide guidance on compliance and intellectual property issues. (see below)

post award basics

° RSP 103: Principal Investigator Responsibilities. [asu.edu/aad/manuals/rsp/rsp103.html](asu.edu/aad/manuals/rsp/rsp103.html)
° PI approval on all expenditures.
° Travel (U.S. flag carrier, ORIA consultation).
° Expenditure rate and potential impacts of low expenditure rate to funding.
° Effort reporting.
° 90-day rule regarding expense transfers.
° Deficits and deficit management.
° Purpose and funding of RID & IIA accounts.
° Review ASU information sources such as research dashboards at My ASU. Go to [my.asu.edu](my.asu.edu). Select Dashboards and then Research.
° For projects funded by the National Institute of Health, see the NIH Primer.
**compliance**

- Conflict of interest, annual questionnaire and PHS specifics if applicable.
- RCR and impacts to payroll when non compliant.
- Human subjects and participant support.
- Animal care.
- Export control.
- Radiation safety.
- Biosafety.
- Hazardous waste management.
- Security clearances.

**intellectual property**

- Process for filing a disclosure through Arizona Technology Enterprise (AzTE).
- Nondisclosure and proprietary information agreements.
- Materials transfer agreements.
- Classified and proprietary research.

**support for additional funding**

- Funding searches.
- Importance of advance notice and timely submissions.
- Communication with sponsors and TRIPS program.
- Editing from Dean's office for early investigator/500K+ proposals.
- Graphics support from Dean's office for proposals requesting $1M or more.
- Analysis of reviewer comments to identify issues or patterns that can be addressed.
- Assist in identification of potential collaborators.
- Assist in identification of potential reviewers for proposals.

**award details**

We will review the following with you as applicable.

- Review terms and conditions.
- Budget and changes to salaries, ERE rates and tuition rates that will impact budget.
- Review report due dates, format, method of submission and support provided by RA.
- Management and documentation of CAS exceptions.
- Services.
- Subcontractors. (PI approval of invoices; impact of low expenditure rate of subks on project; RA will work to resolve issues but may need assistance of PI to discuss with subk PI.)
- Capital equipment and capitalizing items for fabrication.
- Participant support. Sponsor approval of re-budgeting may be neccesary.
- Student support.
- Foreign travel.
- Cash advances.
- Cost sharing support.
- Infrastructure support.
NIH primer for new principal investigators

- Tour eRA Commons.
- Review NOA.
- PHS COI requirements.
- Salary cap.
- Prior approval requirements.
  - Reduction of effort more than 25 percent.
- Pub Med Reporting requirements.
  - My NCBI.
- Key points of a continuation, or progress, report.
- Deadline.
  - eSNAP or Paper.
  - Carry forward issues.
  - NIH Other Support requirements.
  - All Personnel Report. (everyone over one month of effort.)
- Additional time and funds.
  - No-cost extensions.
  - Supplements.