Guide for Proposal Development and Sponsored Research

Kansas State Polytechnic Grant Office
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Proposal Development: The Big Picture

1. Match the funding source to your research plan, goals, and objectives.
2. Follow the sponsor guidelines and recommended structure of the proposal carefully.
3. Set and follow a reasonable timeline based on the deadline; take advantage of value-added services and don't forget to factor in time for required K-State review processes prior to submission.
4. Talk to the organization's program officer – they are there to help.
5. Use concise, persuasive writing.
6. Ask colleagues to read your proposal and provide critical comments.
7. Engage a professional editor to refine your proposal, ensuring proper grammar and tone. The Polytechnic Grant Specialist will be glad to help with this.
8. If your proposal is not funded, carefully read the reviewer comments, and try again.

Research & Sponsored Programs Offices

Polytechnic Grant Office

The Polytechnic Grant Specialist provides services in support of increased project funding for research, education, and outreach for the college. The following services are available:

- Provides proposal preparation assistance to the Polytechnic campus
- Offers strategic advice, practical tips and other information to aid in developing different types of proposals
- Meets with faculty to review proposal solicitations, requirements, and determine target dates
- Reviews and approves sponsored research activities routed through eSign, the university's electronic approvals system
- Serves as liaison to university research administration offices
- Serves as a resource for research and sponsored projects administration

Office of Research and Sponsored Programs (ORSP)

The Office of Research and Sponsored Programs falls under the Office for the Vice President for Research. It promotes and facilitates the research, education, and outreach missions of the university by supporting and administering activities involving extramurally sponsored programs. In addition, ORSP manages internal seed grant programs and limited submission opportunities. ORSP offers the following services:

- Locates funding opportunities and collaborators
- Provides proposal development guidance
- Coordinates teams and logistics as well as diversity and education plans for larger, multidisciplinary proposal submissions
- Reviews proposal narratives and offers assistance with proposal writing skills
- Develops data management plans
- Maintains effort reporting and cost sharing systems

Pre-Award Services Office (PAS)

K-State Pre-Award Services provides a full range of proposal development assistance to faculty, staff, and administrators to obtain and administer funding from non-university sources to support K-State's creative and scholarly activities. PAS offers the following services:

- Proposal preparation assistance
- Final proposal review and university approval for submission
- Final electronic document submission
- Negotiation and acceptance of awards
- Administration of post award needs like project extensions, budget revisions, and other non-financial functions

Sponsored Programs Accounting (SPA)

Sponsored Programs Accounting (SPA) provides fiscal administrative services for grants and contracts funded from external sources. SPA offers the following services:

- Post award resource for project faculty and departmental accountants
- Assigns award and project number(s) for each grant
- Submits financial reporting
- Maintains auditable records
- Monitors subawards and consultants
- Maintains effort reporting and cost sharing systems
- Prepares F&A Cost Rate proposal for the federal government (submitted every four years)

Finding Funding Opportunities

An excellent way to identify potential sponsors is to network with faculty, industry representatives, and government agency personnel. In addition, Pivot is provided by the VPR and is available to faculty and staff to locate potential funding sources and/or collaborators. Funding opportunity resources can be found on the "Find Funding" page of the university's Research website.

Pivot Funding Opportunities Database

Pivot is a funding resource database system provided by Kansas State University to all faculty and staff. All users are encouraged to set up and maintain a personal profile, which is needed to fully access all of the system's benefits including one-stop location of worldwide funding opportunities from federal, foundation, and association potential funding sources, and/or potential collaborators in your field of research or scholarly activity. Please ask the Polytechnic Grant Specialist for assistance with setting up a profile if needed.

The Funding Connection is available via email. To be added to the mailing list, send an email message to: listserv@listserv.ksu.edu. In the message area, enter: *sub funding bulletin.* Alternatively, you can search all currently open opportunities that have appeared in the Funding Connection.

Pre Award: Preparing Your Proposal

Moving Through University Channels

All proposals and awards must be submitted through the university's Pre-Award Services Office by way of Polytechnic's grant specialist, or a Pre-Award representative in Manhattan. The minimum documents required for submission are the final budget, budget justification and draft summary. They must be submitted no later than 5 working days in advance of the grant application deadline.

Further revisions to the grant documents are allowed after this time, but it is the responsibility of the Primary Investigator (PI) and co-PIs to make sure that all of the final proposal documents are complete and submitted to the grant or Pre-Award specialist no later than 2 working days before the organization's submission deadline. During the submission process, the grant specialist and/or Pre-Awards representative will review the documents for completeness, and assist with editing as requested.

The completed proposal must be approved through eSign, the university's electronic signature system for Pre-Award activities, before it can be sent to the grantor. After the Principal Investigator and any co-investigators have eSigned the transmittal form, the proposal must be eSigned by each PI, co-PI or senior personnel's Department Head, then by the Assistant Dean of Research and the Polytechnic Dean.

Managing Your Proposal Development Timeline

Faculty are strongly encouraged to plan early to take advantage of value-added proposal services available from the Polytechnic grant specialist and Pre-Award Services. Keep in mind the time required for K-State proposal preparation and review processes as you determine target dates for the various components of a proposal. Be sure to build in lead time for these processes.

Also, be sure to also allow adequate time to make corrections once the final review has been completed by Pre-Award Services. Bear in mind that the proposal development staff may be working with multiple PIs with similar deadline dates and/or working with particularly complex proposals, which may limit their availability.

The budget and budget justification should be the first components completed for internal review. To allow the PI as much time as possible to polish the technical sections of the proposal (summary, narrative, references, etc.), the technical sections are typically the last components reviewed.

Complex Proposals

If a proposal includes complex components such as multiple subawards, large and/or complex budget requirements, cost share or match, international partners or other complicating factors, an early meeting with the grant specialist or Pre-Awards representative is critical. A substantial amount of additional time is needed to successfully collect information and appropriate documentation to complete this type of work prior to the submission deadline.

Budget

It is very important to include all expenses that will be needed for a project in the budget. These may include faculty/staff salaries and/or GRA salaries; fringe benefits; GRA tuition, and Facility and Administrative (F&A) costs. The PAS Budget website provides tools, templates and information to help prepare proposal budgets. Additional information is included below for particular budget categories that can sometimes be unclear.

Salaries

Salaries are established by the University. Multiple year budgets may include estimated salary increases; 2-3% per year is the average rate. Be sure to include the increase in the first budget year if the proposed start date falls after the start of the university fiscal year, July 1. Pre-Award Services can provide you with current rates for K-State personnel.

Graduate Research Assistant (GRA) Salaries

GRA salaries vary and are set or determined by each department. Work with your department head to determine the appropriate salary rate for your GRA.

Fringe Benefits

Fringe Benefits are applicable to all university salaries and wages included in a proposal budget. Rates are reviewed and updated annually. Current fringe benefit rates are posted on the university's Research website.

Tuition for Graduate Research Assistants (GRA)

GRA tuition can be included as a direct cost in all grant and contract proposals if needed. Federal grants and contracts normally allow for such costs. Multiple year budgets may include estimated tuition increases, which typically range from 5.5 to 11%

Facilities and Administrative Costs (F&A)

F&A costs are also commonly referred to as Sponsored Research Overhead (SRO) or Indirect Costs (IDC). They represent the University's expenses associated with running the research enterprise. These costs are calculated based on the project's Modified Total Direct Cost (MTDC) which, unless the program solicitation states otherwise, excludes the following budget items.

- Individual items of equipment in excess of $5,000
- Capital expenditures

- Student tuition remission
- Rental costs of off-campus facilities
- Scholarships and fellowships
- The portion of individual subawards and subcontracts over $25,000
- Charges for patient care

The university F&A cost rates are established by the federal government on a university-by-university basis using complex cost accounting analyses. K-State negotiates these with the U.S. Health and Human Services Audit Agency, its cognizant federal agency acting on behalf of all federal agencies.

Cost Sharing & Matching on Proposals

University policy prohibits cost share or matching funds unless it is a specific sponsor requirement stated in a program solicitation. Some sponsors require universities to reflect their commitment to a project by sharing in its costs. Most sponsors, however, do not require cost sharing, and some don't even allow it. However, cost share may be allowed for sponsored programs with published review criteria that show cost share as a scoring factor.

Proposal Routing Procedures

The processing of proposals and all subsequent grant and contract documents follow a routing path that is determined by the type of project activity and the administrative unit with which the Principal Investigator/Program Director (PI/PD) is affiliated. Project activity is identified as either research or non-research. Research activity is either basic, applied, or some combination of the two activities. Non-research activity includes instruction, instructional equipment, training, facilities and construction, and public service.

A typical research proposal will require signatures from the PI(s), the department head(s), appropriate Experiment Station Director(s), and the Dean(s), along with other special approvals such as hard dollar commitments, research compliance, and programmatic commitments.

Sponsored Projects Transmittal Form

After receiving the minimum documents (budget, budget justification and draft summary) from the Principal Investigator/Program Director, the Polytechnic grant specialist or Pre-Award Services representative will upload the documents into the university's eProposals system. A transmittal form will be generated by the specialist/representative and used to guide the proposal's routing through the electronic system, get eSign approvals and gather project data. An example transmittal form can be found on the university's Research website, "Submit a Proposal".

eSign Electronic Signature System

eSign is the electronic signature process for K-State Pre-Award activities and is managed through the eProposals system. PIs, co-PIs, department heads, and college deans receive email notifications auto-generated by the eSign system indicating a Pre-Award activity is ready for their review. After reviewing the proposal, there is an approval link on the website that must be clicked before the proposal can be routed to the next higher level for approval. Those who do not review the proposal in a timely manner or forget to click the link can expect to receive a pointed reminder from the grant specialist or Pre-Award representative.

Signature Authority

The President has designated University signature authority for all sponsored programs to the Vice President for Research. This authority is delegated to the Associate Vice President for Research. All sponsor documentation that requires a university signature must be routed through university internal processes to receive one. Faculty, department heads, etc. <u>are not permitted</u> to accept or sign sponsor documentation on behalf of K-State.

Award Review and Acceptance

Award Review Process

Awards are received by K-State on behalf of the Principal Investigator (PI). While the PI assumes the responsibility for financial oversight and completion of the work, the University remains legally responsible for the award. Therefore, all awards must conform to University policy and procedure.

Acceptance of an award requires a number of steps:
- Pre-Award Services receives award notification from the sponsor.
- Pre-Award Services reviews the terms and conditions.
- Pre-award negotiations require verification of budget details and confirmation of all rates quoted in the proposal.
- Pre-Award Services enters into formal negotiations with the sponsor, including review and negotiating the terms and clauses such as copyrights, patents, indemnification, default and termination clauses, invoicing, data rights, etc.
- After all parties (including PIs, Department Heads and Deans) agree upon the contract's content, the University accepts the award.
- The pending award file is transferred to Sponsored Project Accounting where it is reviewed for accounting requirements and assigned an award and project number(s).
- The Principal Investigator, department accountant, and Polytechnic Fiscal Services will receive an award notification email from Sponsored Project Accounting containing pertinent award information, account information established for this project and a copy of the fully executed agreement.

Start Date

The University is not authorized to spend funds prior to the official start date of the award. Effective dates for grants are usually set by the sponsor in the award, and become effective after both parties accept and sign the contract. Faculty members have access to the funds as soon as an account number is issued by Sponsored Programs Accounting.

Pre-Award Costs

Pre-award costs up to 90 days prior to the effective date of an award can be requested for some federal agencies that delegate expanded authority to the University. Pre-Award Services reviews and approves the request through acceptance of an OPAS form (Organizational Prior Approval System). Expenditures that precede the University's acceptance of an award are the solely at the financial risk of the department requesting the expenditures.

Post Award: Managing Your Sponsored Research

Financial Administration

Sponsored Programs Accounting (SPA) is responsible for preparing and submitting financial reports to the sponsor as required.

At Kansas State Polytechnic, the Principal Investigator (PI) works with the department accountant for financial management of an award. The accountants are responsible for providing project expenditures and other financial information to Fiscal Services Office, which reports them to the Sponsored Projects Accounting Office. Sponsored Projects Accounting then prepares and submits financial reports to the sponsor as required.

The PI is expected to work with the accountants to keep sufficient internal records to control expenditures and ensure expenses in support of a project are properly charged to it. More post award financial information can be found on the Sponsored Programs Accounting site.

Modifications or Amendments

Things don't always go as planned. A modification is a change in the legal terms of an agreement and must be reviewed by and approved by the University through Pre-Award Services. A modification is subject to the terms and conditions laid out and accepted in the projects original award agreement.

Modifications or Amendments

The format and process of modifications is usually determined by terms of the award and may include the following listed below. More information about agreement modifications and example forms can be found on the university's research site.

- Change in Principal Investigator/Project Director

- Change in scope of work
- Change in period of performance (time extension or no-cost time extension)
- Budget revision
- Carryover of funds
- Other contractual terms and conditions

OPAS (Organizational Prior Approval System)

The Organizational Prior Approval System (OPAS) allows the University, through Pre-Award Services, to approve some modification actions in advance of an approved award. An OPAS form is routed for eSign approval from the lead PI, Department and Dean. Once approved by Pre-Award Services, the OPAS form is forward to Sponsored Project Accounting for implementation. An example form can be found on the university's research site.

OPAS actions include:
- Pre-Award Costs. Expenditures that precede the University's acceptance of an award are solely at the financial risk of the department requesting the expenditures.
- No-Cost Time Extension (NCTE). Allowed one time only for project extensions up to 12 months.
- Budget Revision. Transferring funds from one category to another.
- Carryover Funds. For continuing awards to carry over one budget period to the next period.

Overdraft Requests

An overdraft form establishes a spending account prior to the receipt and K-State acceptance of an award. Expenditures that precede the University's acceptance of an award are the solely at the financial risk of the department requesting the expenditures.

Subaward (or Consultant) Process

A subaward transfers a portion of the project or substantive effort of the prime award to another institution or organization. It is written under the authority of, and consistent with the terms and conditions of a prime award by subaward or consultant agreement.

Subrecipient Commitment Form

When K-State is the lead institution, this form is given to the subaward institution or organization to complete prior to submission of a proposal. The form includes project information, sub recipient information, proposal documentation (such as statement of work, budget, etc.), certifications and approvals. It must be signed by an authorized organizational representative before submission of the grant application. Budget templates, information and guidance materials forms can be found on the university's research site.

Additional Project Management Information & Resources

Financial Record Retention

Sponsored Project Accounting retains financial records for three years after submission of the final report or final cash received. An exception to this policy is made for sponsors who specify a longer record retention period.

OMB Uniform Guidance - 2 CFR 200

[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#) The Federal Government's Office of Management and Budget (OMB) publishes guidance on the administrative requirements, cost principles, and audit requirement for grants and cooperative agreements.

Sole Source Purchases

When the cost of a service or piece of equipment exceeds $5,000 or more in the proposal budget, it must be sent out for bids unless the proposal identifies a single source in the proposal budget.   This cannot be done indiscriminately, but only under certain circumstances:

- Must be the only source for the desired supplies or services, OR
- The source is uniquely qualified to perform the desired services because of location, reputation, and expertise
- Must be approved through Purchasing in the Division of Financial Services
- Drawback: being too specific defining equipment
-

Sponsored Research Overhead (SRO) Distribution

The distribution of Kansas State Polytechnic sponsored research overhead is defined by Kansas State University policy. K-State Overhead Allocation & SRO Distribution and can be found on the [Sponsored Programs Accounting site](#).

Contacts

Proposal Development

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afahrny@ksu.edu

Financial Post Award

Department
Departmental accountants are responsible for project such as project accounting, project balances, etc. Sponsored Programs Accounting (SPA) is also available for assistance.

Kansas State Polytechnic
Monica Curnutt
Fiscal Services Office
College Center Building
785-826-2962
mjcurnut@ksu.edu

Post Award - Non-financial Activities

For project activities including modifications, time extensions, budget revisions, etc.

Pre-Award Services
Cecelia Scaler, Pre-Award Services, Database/Project Modification Specialist, 532-6804, cscaler@ksu.edu

Website Resources

- [K-State Research (Office of Vice President for Research and Office of Research and Sponsored Programs)](#)
- [eSign](#)
- [Pre-Award Services](#)
- [Pre-Award Services, Chapter 7010, Policies and Procedures Manual (PPM) (Revised July 30, 2013)](#)
- [Sponsored Programs Accounting Office](#)
- [Post-Award Procedures and other applicable PPM Chapters](#)
- [Uniform Guidance (via Electronic Code of Federal Regulations, e-CFR)](#)
- [University Research Compliance Office](#)

Definitions, Terms, and Additional Information

Award: An acceptance of support from an agency through a signed document from the sponsor notifying the University that a project is being funded at a specified level, usually for a specified term. Notification of an award comes in various forms, such as by a letter, grant, contract, cooperative agreement, service agreement, or purchase order. Official awards must be accepted by both the sponsor and the University. That is, communications such as phone conversations, letters of intent, or unsigned documents are not official awards and will not be honored. Awards are reviewed in Pre-Award Services for acceptance and negotiation as needed.

Consultant: A consultant is an individual who provides professional advice or services for a fee, but normally not as an employee of the engaging party. Consultants also include firms that provide professional advice or services (per NIH Grants Policy Statement). Note intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time salary. All costs for the consultant should be included in the K-State budget as a single line item with the following footnote: "In order to facilitate payment, consultant fees, travel and per diem are combined in one payment."

Cost Sharing, matching and in-kind contributions: This is commitment of university resources in support of a project beyond the funds provided by the sponsor. These funds may be required by the sponsor. This commitment may be from the University's resources, from a third party, or from a combination of both. Regardless of the source, the University is responsible for maintaining records that satisfy state and federal audit requirements. The identification of all sources of matching funds is required at the proposal stage. Third party contributions, whether monetary or in-kind, must be documented in the proposal by a binding letter of commitment or via an existing agreement which includes details.

eSign: The electronic Proposals (eProposals) signature process is called eSign. Once a proposal, award or modification (any Pre-Award-related activity) has been created, all personnel related to this component that participate in eSign have the ability to electronically sign the related electronic document.

Facilities &Administrative (F&A) costs: These are real costs incurred by the University and the project that are not so readily identifiable. In essence, facilities and administrative costs are "pooled research support costs", averaged over many users at the University that benefit from those facilities or services. These pooled costs, which are separated into two categories called facilities costs and administrative costs, include such diverse items as: research library expenses, computer facilities, electric power, building use and depreciation, heating and air conditioning of research space, janitorial services, research administration in departmental or college offices, etc. As these are clearly real costs that must be paid by sponsored program activities, it is critical that each project pay its appropriate share. F&A may also be referred to as Sponsored Research Overhead (SRO) or indirect costs.

Memorandum of Agreement (MOA):   For non-federal sponsors that do not have a standardized format for making awards or that do not require that their format be used, the University's standard Memorandum of Agreement (MOA) is recommended.

Modification (or amendment):   A modification is a change in the initial terms of the award which must be reviewed by the University (PAS) and is subject to the approvals for the initial proposal or award. Initiation of a modification varies by sponsor terms. Typically where not stated, a letter of request is submitted.

OPAS form (Organizational Prior Approval System):   This is an internal K-State form used only for certain federal agencies that delegate OPAS authority, when award terms allow OPAS authority to be used, and must be filed in advance of the action.

Organizational Prior Approval System (OPAS):   Under this system the University is empowered to authorize to approve Pre-Award costs, no-cost time extensions, carryover of funds, rebudgeting of funds from one category to another, spending for non-budgeted items. Under OPAS, the University cannot authorize change in principal investigator, Change in scope of work, or expenditures not directly related to the agency-approved scope of the project. OPAS guidelines require that any changes approved by the University must be in advance of the action, that all changes must be deemed necessary to carry out most effectively the goals for which the original award was made, and that they must be adequately justified in writing. Federal agencies that delegate OPAS authority to Kansas State University include: AFOSR, DHHS, DOE, EPA, NASA, NASA, and USDA.

Overdraft: Completion of an Overdraft Request Form establishes an account prior to the actual receipt of the official award when a department or college has received either verbal or written notification that an award is forthcoming and believes that the risk is minimal. The amount of funding requested in an overdraft should be limited to anticipated expenses to be incurred prior to receiving the official award notice. Polytechnic representatives can sign overdrafts of up to $10,000. For more than $10,000 the Associate Dean for Research must sign the overdraft request and documentation of sponsor's intent to award must accompany the overdraft. If the project is not funded, the unit(s) indicated on the Overdraft Request Form assumes financial responsibility for all expenses incurred.

Pre-Award Services (PAS): This office provides assistance to faculty, staff and administrators in obtaining and administering funding from non-University sources to support K-State's creative and scholarly activities. PAS is responsible for providing value added services for K-State faculty in the form of budget/proposal development, review and University sign-off. In addition, PAS has the responsibility for contract and grant review, negotiation and University acceptance, along with serving as liaison with the sponsoring entities.

Proposal: A proposal is an offer made to an external agency for the purpose of requesting financial support for the proposed research, instruction, service, or other University programs including solicited proposals in the form of a Request for Quotation (RFQ), Request for Proposal (RFP), or Request for Application (RFA), unsolicited proposals in various formats, standard applications such as those to federal agencies or to foundations.

Schedule of Charges (SOC): A schedule of charges is established by a department/unit with the Controller's Office when a department or unit of the University provides a service for a fee. The Schedule of Charges defines the service and states the fee charged for the service, and must include only the direct costs of providing the product or service. Line items contained in budgets to sponsors that propose the use of university service centers must be consistent with an approved schedule of charges and be verifiable prior to proposal approval.

Sole source: When a subrecipient or a consultant is a "sole source" and the service is expected to exceed $5,000, the name of the source and the justification for the sole source are both required in the application. "Sole source" justification may consist of 1) a statement or representation in the proposal that the named supplier/contractor is the only source for the desired supplies or services, or 2) a statement in the proposal that the named supplier/contractor is uniquely qualified to perform the desired services because of location, reputation, and expertise. Note: if the sole source is not identified in the proposal, bids must be let at time of University's receipt of the award. This is a standard purchasing mandate contained in both State and Federal laws and regulations.

Sponsored Programs Office (commonly referred by its previous acronym, SPA): The Sponsored Programs Office provides fiscal administration services for grants and contracts funded from external sources for the purpose of research and other creative and scholarly activities at K-State.

Subaward (or subrecipient):   A subaward transfers a portion of the research or substantive effort of the prime award to another institution or organization. In seeking professional advice or services from external sources, a determination must be made during the proposal development stage as to the appropriate mechanism for this transfer of effort. Excluded from subawards is procurement of items such as commercially available supplies, materials, and equipment or general support services. Subaward agreements are prepared through Pre-Award Services. A subaward will be prepared upon receipt and acceptance of the prime award by Pre-Award Services if such was part of the original proposal. Pre-Award Services will consult with the PI/PD concerning the statement of work, budget details, billing requirements, and other issues not detailed in the original proposal and will provide a draft copy of the agreement to the PI/PD for review before sending originals to the subrecipient for signature. Subawards may also be referred to as subawards or subcontracts.

Transmittal form: This is a university control form used for recording sponsored project related information. As an official document of the University it must accompany proposals, revised proposals, award notifications, and project modifications. All University commitments of personnel, matching funds, and additional space requirements, along with certifications regarding research compliance issues such as conflict of interest, use of human subjects, use of biohazards, use of animals, etc. are made on this form, and these must have signature approval of all parties responsible for making these commitments and or certifying compliance.

Commonly-used Acronyms in Research Administration

AOR – Authorized Organizational Representative

BAA – Broad Agency Announcement (DOD)

CAS – Cost Accounting Standards

C&P – Current and Pending

CFDA – Catalog of Federal Domestic Assistance

CFR – Code of Federal Regulations

COI – Conflict of Interest

DEPSCoR – Defense Experimental Program to Stimulate Competitive Research

DFAR – Defense Federal Acquisition Regulations

EAR – Export Administration Regulations

EPN – Early Proposal Notification (eSign system)

EPSCoR – Experimental Program to Stimulate Competitive Research

eRA – Electronic Research Administration

F&A – Facilities & Administration

FAR – Federal Acquisition Regulations

Fed Biz Opps – Federal Business Opportunities

FIS – Financial Information System

FOIA – Freedom of Information Act

IACUC – Institutional Animal Care and Use Committee (animal subjects)

IBC – Institutional Biosafety Committee (biohazards such as DNA, infectious agents)

IDC – Indirect Costs

IRB – Institutional Review Board (human subjects)

ITAR – International Traffic in Arms Regulations

LOI – Letter of Intent

MTDC – Modified Total Direct Cost

MOA – Memorandum of Agreement

NCTE – No-cost Time Extension

NEPA – National Environmental Policy Act

NSB – National Science Board

PAS – Pre-Award Services (K-State)

PI/PD – Principal Investigator/Project Director

R&D – Research & Development

RFA – Request for Application

RFP – Request for Proposal

RFQ – Request for Quotation

OPAS – Organizational Prior Approval System

SOC – Schedule of Charges

SOW – Statement (or Scope) of Work

SPA – Sponsored Programs Accounting (K-State)

SPO – Sponsored Projects Office

SRO – Sponsored Research Overhead

T&Cs – Terms & Conditions

TE – Time Extension

TDC – Total Direct Costs

UG – Uniform Guidance (2 C.F.R. 200) or **UGG** – Uniform Grant Guidance

Sponsor and Federal Agency Acronyms

AFRI – Agriculture and Food Research Initiative

AFOSR – Air Force Office of Scientific Research

ARO – Army Research Office

DARPA – Defense Advanced Research Projects Agency (DOD)

DOD – Department of Defense

DOE – Department of Energy

DOEd -- Department of Education (US ED)

DOT – Department of Transportation

DHHS – Department of Health & Human Services (NIH)

DHS – Department of Homeland Security

EPA – Environmental Protection Agency

NASA – National Aeronautics Space Administration

NIH – National Institute of Health

NIST – National Institute of Standards & Technology

NSF – National Science Foundation

ONR – Office of Naval Research (DOD)

USDA – U. S. Department of Agriculture

USAID – United States Agency for International Development