GRANTS FAQ’s

- I have an idea for a grant but I am not sure what to do to get started
  - Talk to Kevin if you have questions on where to look for funding
  - Talk to other faculty members with similar grants
  - Talk to the Grants Office
  - If internal “04” funding talk to Debbie Smail

- What do I do when I am ready to start my proposal
  - Meet with the Grants Office to discuss proposal requirements
    - Due date/Timeline
      - Office of Research asks for submission to be 5 days prior to due date
      - Grants office will need it a few days prior to that
    - Typical materials needed for submission (Some agencies will require additional documents)
      - Abstract
      - Budget
      - Budget Justification
      - Scope of Work
    - Subcontracts (For anyone outside of the University)
      - Budget
      - Justification
      - Letter of intent
      - Scope of Work

- What Conflicts of Interest requirements do I have
  - Annual Conflict of Interest Superform (this occurs each March/April)
  - Conflict of Interest modules (these are good for 4 years)
    - CITI Conflict of Interest
    - CITI Responsible Conduct of Research
    - CITI Human Subjects (only required if your grant has human subjects)
    - Other modules may be required if working in medical field
  - PI’s will be notified by grants approximately 2 months prior to any modules that are expiring

- What SPAR certification requirements do I have and by when
  - A SPAR has to be certified by the PI for each person with effort on a federally sponsored grant
  - All boxes (hard money ones included) need to be clicked for certification to be completed
  - All uncertified effort is written off to the 02 account of the department of the grant

- What is required from me in the PERIS system
  - PI Certification after Department Chair and Associate Dean signatures are obtained

- What do I need to know about Vincent the new participant payment system
  - See Tommy Bost to get a group (study) set up
  - Information that should be collected from participants at time of survey completion
    - Date of birth, mailing address, email, SSN (if no waiver)
  - 24% will be taken out of the participants pay if a SSN or SSN waiver is not provided
  - Participants will keep the same card for all studies they participate in
  - Cards cannot be mailed loaded

- What is the range graduate student researchers can be paid
  - The FY20 monthly range for 10 hour GSR’s is $1,003.75 - $1,391.88
  - The FY20 monthly range for 20 hour GSR’s is $2,007.50 - $2,783.75
  - The average amount for 20 hour GSR’s in FY20 in the School of Ed is $2,201.93
• Can a Pitt employee work as a consultant on my grant
  o Yes but if a person is on the payroll at Pitt they cannot be paid from the consulting line
  o They have to be paid from a salary line and thus fringe benefits will be added

• Do I need to prepare my own expense reports
  o You do not need to prepare your own
  o For Oak Hill Diane Casile can prepare them
  o For Trees Denise Morrin can prepare them
  o For OCD Kim Goldstein, Denise Casino, Maura Falchetti, Barb Stolarz or Amy Paliakaras can prepare them
  o For all others Susan Sherlock can prepare them

• When should the travel card be used for a grant expense
  o For any conference or business related travel (i.e. flights, hotels, meals, memberships, registrations, transportation)
  o For any other purchases, University resources should be used (University Book Center, Purchase Requisition, Pcard, Panther Express) See Susan for assistance

• How can I receive recovery funds from my grant
  o By having indirect costs of at least 20% on your grant
    ▪ 23.75% of expensed indirect costs for the current fiscal year will go to the dean
    ▪ 9.5% of expensed indirect costs for the current fiscal year will go to the PI
    ▪ 4.75% of expensed indirect costs for the current fiscal year will go to the department
  o By having graduate students paid on your grant
    ▪ 13.45% of expensed graduate student salaries for the current fiscal year will go to the PI
  o Recovery funds for a given fiscal year must be spent within the next 2 fiscal years

• How does a grant get included in the monthly grant update
  o For LRDC and OCD we receive information from them monthly for any new grants
  o For any grants run through the SOE grants office (APS/Dean’s Office/DIL/HLI/HPA/PIE) your grant will automatically be included in the following months newsletter
    ▪ You will be asked to provide a 200 word or less blurb to describe your new funding
  o Updates will go out in the monthly SOE newsletter

• Whom should I contact about what
  o Expense Reports/Participant Payments/Purchases/Reimbursements/Travel Arrangements
    ▪ Diane for Oak Hill
    ▪ Denise for Trees
    ▪ Susan for everyone else
  o Contracts/Honorariums/Invoices
    ▪ Diane for Oak Hill
    ▪ Denise for Trees
    ▪ Susan for everyone else
  o Conflicts of Interest
    ▪ Diane for Oak Hill Superforms
    ▪ Denise for Trees Superforms
    ▪ Susan for everyone else’s Superforms
    ▪ Tommy for modules all areas
  o Level report questions/New grant proposals/Salary related items
    ▪ Tommy for all areas