

GRANTS FAQ's

- **I have an idea for a grant but I am not sure what to do to get started**
 - Talk to Tommy or Melanie Vignovich (PAE/CFR) if you have questions on where to look for funding
 - Talk to other faculty members with similar grants
 - If internal "04" funding talk to EJ Milarski
- **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 Sponsored Programs asks for submission to be **4** days prior to due date
 - Grants office asks for submission documents **5** days prior to due date so it can obtain the departmental and school reviews/approvals
 - If there will be subaccounts (Anyone within the University but outside the School of Education)
 - A budget, budget justification and abstract/scope of work for the subaccount will need to be approved in PERIS prior to the School of Ed being able to approve our portion
 - If there will be subawards (Anyone outside the University)
 - A budget, budget justification and abstract/scope of work and signed letter from the subawardee institution/organization will be needed prior to the School of Ed being able to approve our portion
 - Materials needed for all submissions (Some agencies will require additional documents)
 - Title
 - Start and end date
 - RFP (if available)
 - Budget
 - Budget Justification
 - Abstract/Scope of Work
 - 1-2 keyword(s) or phrase(s) to describe the proposal
 - **Can I submit a proposal that does not need to be signed by the institution without institutional approval**
 - No, all proposals need to be submitted in PERIS and receive approval from the Office of Sponsored Programs prior to being submitted to any sponsor
 - **What do I do when an award notification or a not funded notification is received**
 - Send the notification to Tommy who will update the PERIS system
 - If awarded the process to obtain an account number will start
 - Once the account number is activated the PI will receive notification from PERIS
 - The Grants Office will provide monthly reports to the PI for each month a grant has an active account number
 - If not funded the record will be closed in the PERIS system
 - **What Conflicts of Interest requirements do I have**
 - Annual Conflict of Interest will be completed via the MyDisclosure which can be accessed at <https://www.mydisclosures.pitt.edu> (this occurs each March/April)
 - Conflict of Interest modules which can be accessed at <https://www.hsconnect.pitt.edu> (these are good for 4 years)
 - CITI Conflict of Interest PHS or Non-PHS
 - 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 the university as well as by the Grants Office 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 on a quarterly basis
 - This will occur during six-week windows in February/March, June/July, and October/November
 - All boxes (hard money ones included) need to be clicked for certification to be completed
 - Any 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 Departmental and School approvals are obtained
 - An email from Tommy will be sent prior to you receiving the PI certification request from PERIS
 - Instructions on how to complete the PI certification will be included in the email from Tommy
- **What do I need to know about the Cash Card system (formally Vincent and WePay) to pay participants**
 - See/email Tommy (5713 WWPH or tjbst@pitt.edu) to get a group (study) set up
 - Information that should be collected from participants at time of survey completion
 - Name, 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 as a card can be loaded multiple times
 - Cards cannot be mailed loaded
 - Cards can only be given to U.S. citizens
- **What is the range graduate student researchers can be paid**
 - The FY24 monthly range for 10-hour (part-time) GSR's is \$1,250.00 - \$1,666.25.
 - The FY24 monthly range for 20-hour (full time) GSR's is \$2,500.00 - \$3,332.50.
- **Can a Pitt employee work as a consultant on my grant**
 - Yes, but if a person is on the payroll at Pitt (currently or has been within the past 12 months) they cannot be paid from the consulting line
 - They have to be paid from a salary line and thus fringe benefits will be added
 - The payment will be received at the end of the month it was processed in
- **Do I need to prepare my own expense reports**
 - Yes, for faculty and staff but Susan can assist with any questions you have about your expense report
 - Be sure to add both Susan and EJ as delegates in Concur
 - Susan can prepare expense reports for any graduate students
- **When should the Pitt OneCard be used for a grant expense**
 - For any conference or business related travel (i.e. flights, hotels, meals, memberships, registrations, transportation etc.)
 - Personal cards should not be used for any university related expenses
 - For any other purchases, university resources should be used (University Book Center, Purchase Requisition, Panther Express) see Susan for assistance
- **How can I receive recovery funds from my grant**
 - 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
 - By having graduate students paid on your grant
 - 9.38% of expensed graduate student salaries for the current fiscal year will go to the PI
 - Recovery funds will be received in October/November based on the prior fiscal year spending

- The funds are available to use through June of the following year (i.e. funds received in October/November 2023 are available until June 2025)
 - The Grants Office will provide monthly reports to the PI) or department chair for departmental recovery) for each month the recovery funds are available
- **How does a grant get included in the newly awarded grants update**
 - For any grants run through the SOE grants office 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
 - Updates will go out in the monthly SOE newsletter
- **How is summer salary determined and when will it be paid to me**
 - Summer salary can be received via two ways:
 1. Funds for the school for holding a leadership position (i.e. associate dean, department chair, associate, center director etc.)
 - These funds are provided by the Dean and will be for either 2 or 3 summer months depending on the position
 2. From grants that have summer month(s) written into them
 - The number of summer months for a grant is dependent on what was submitted and approved by the funding agency that awarded the grant
 - A portion of effort will be taken out each month during the academic year and then given back during the summer months (May – August)
 - Summer salary is only given out during the summer (May – August) for two reasons per the university:
 1. The university requires PI's, to show effort during all months a grant is active
 2. A faculty member of the university cannot be paid 100% from a grant during any month including the summer
 - Summer salary cannot exceed four months of pay and more than one month of pay cannot be given during any summer month
 - If you are to receive summer salary you will be contacted by Tommy and Tammeka during the spring to verify the amount you are to be receiving and how those payments will be received during each month in the summer
- **Whom should I contact about what**
 - Expense Reports/Purchases/Reimbursements/Travel Arrangements
 1. Susan
 - Contracts/Honorariums/Invoices
 1. Susan
 - Participant payments
 1. To set up a group or get cards – Tommy
 2. To have participants added to the system or the card loaded - Susan
 - Conflicts of Interest
 1. Tommy
 - Level report questions
 1. Tommy or Susan
 - New grant proposals
 1. Tommy
 - Salary related items
 1. Tommy
 - Foundation related questions
 1. Tommy or Melanie