



— RESEARCH INSTITUTE —  
HEALTH & WELLNESS CENTER

REFERENCE GUIDE FOR SPONSORED PROJECTS



# CORE OBJECTIVES

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Create, implement, and support innovative discovery solutions that advance science and improve health.

Foster long-term strategic partnerships with other organizations to improve health and advance growth of the research mission.

Recruit and retain competent faculty members that support the institute's mission and assist in the growth of the research mission.

Advance the students' recruitment and evidence-based learning through active participation in mentored and independent scholarly work.

As a regional leader of healthcare education, promote healthy living and quality of life in collaboration with local, regional, national, and international communities.

# CONCEPTS

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ACHE Research Administration seeks to provide support and facilitate the submission and management of grants and awards for scholarly activity, scientific discovery, and responsible conduct of research.

Research awards are made to ACHE on behalf of the Principal Investigator (PI).

The PI directs the project or activity being supported by the grant, is accountable for proper conduct, and:

- Scientific direction of the research program
- Ensuring the research is conducted in accordance with proper ethics and the award terms and conditions
- Ensuring proper financial stewardship of the program, including allowability, allocability, and reasonableness of all expenditures
- Ensuring the oversight of all sub-receipts in conducting their “Scope of Work” and “Financial Charges” to the award

# CONCEPTS

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**All proposals MUST be signed by an ACHE Authorized Organizational Representative prior to submission.**

The ACHE Authorized Organizational Representative (AOR) along with the PI:

- Certifies that ACHE will comply with all applicable assurances and certifications referenced in the application.
- Assures that ACHE will be accountable both for the appropriate use of funds awarded for the performance of the grant-supported project or activities resulting from the application.
- Attests that all information contained in the application (including the budget) is true and complete and is in conformance with Federal and Organizational requirements.



# ROLES

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- Funding Announcements- a publicly available document by which a funding source makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds.
- Key Personnel- individuals identified by the PI who contribute to the scientific development or execution of a project in a substantive, measurable way. “Zero Percent” effort or “As Needed” is not an acceptable level of involvement for key personnel (NIH).
- Co-Investigator- an individual involved with the PI on the scientific development or execution of a project.
- Program Official- the sponsor official responsible for the programmatic, scientific, and/or technical aspects of a grant.
- Grants Management Officer or Contracting Officer- the individual at the sponsoring agency authorized to make awards and award changes.
- Notice of Award- a sponsor’s written notification of acceptance and intention to fund a grant application or proposal which includes legal requirements imposed on a grant by the sponsor.
- Conflict of Interest- a significant interest that could directly and significantly effect the design, conduct, or reporting of the research or educational activities funded by a governmental or other external agency. ACHE policy is that faculty and staff who are involved in research MUST complete disclosures prior to submission.
- Cost Sharing- a specific portion of the project or program costs which are not funded by the sponsor and are borne by ACHE. Cost sharing is strongly discouraged unless it is mandatory.

# COMPLIANCE

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**All Federal, State, and Local grants are awarded using public funds.**

ACHE resources are available to ensure that the PI can:

- Properly exercise the responsibility for the scientific aspects of the grant and for the day-to-day management of the project, including research performed by sub-recipient participating organizations.
- Properly execute fiscal stewardship responsibilities through diligent oversight of sponsored research.
- Perceive how a transaction or action would be perceived if it were reported in the news and social media.

Federal regulations require certification of effort expended on sponsored projects for anyone whose salary is charged to a sponsored award. All faculty whose salary is charged to a federal or federal pass-through sponsored grants and/or contracts must certify their effort.

Be cautious with Cost Transfers. A cost transfer occurs when an expense is transferred from one account to another when an error has occurred. Cost transfers must comply with principals of direct costs.

ACHE maintains an export compliance program to assist in the appropriate transfer of information and/or equipment out of the U.S., or to foreign nationals within U.S. territory.

# BUDGET PREPARATION

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Direct Costs- costs that have a direct benefit and that can be specifically identified with a particular project with a high degree of accuracy. These costs must be specifically identified with a particular project and MUST be:

1. Allowable
2. Allocable
3. Reasonable
4. Consistently applied

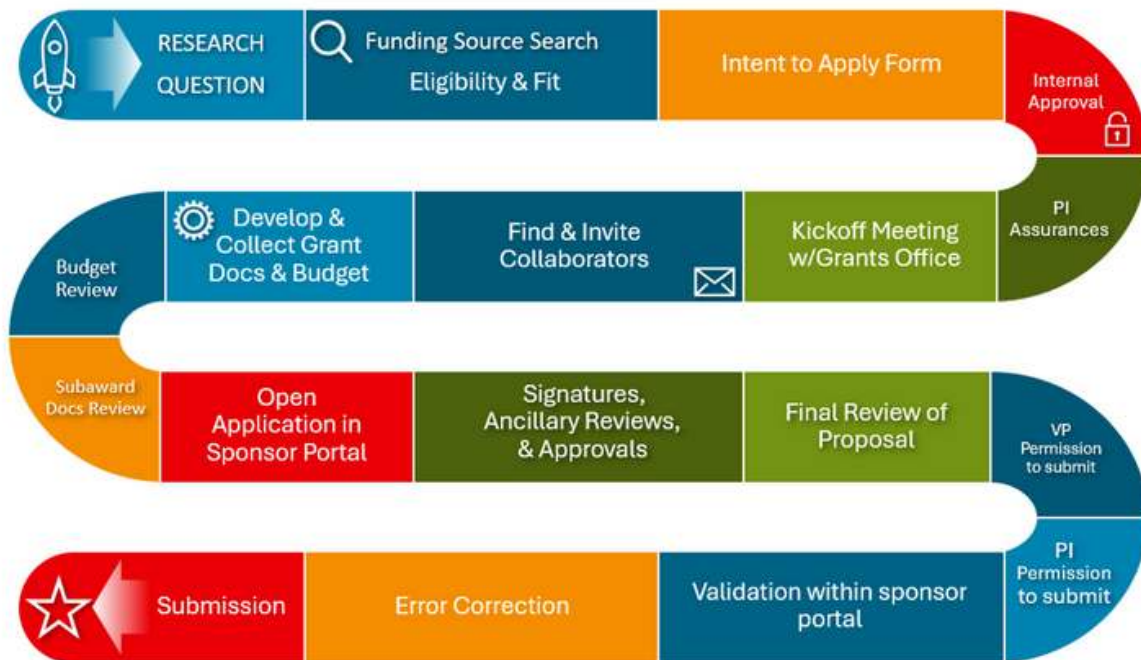
Facilities and Administrative Costs- costs that are incurred by a grantee for common or joint objectives and that, therefore cannot be identified specifically with a particular project or program. Examples include costs such as lab space, housekeeping, utilities, libraries, departmental and general administration. These costs are also referred to as: “F&A”, “Indirect”, or “Overhead.”

Costs generally considered indirect costs may be allowed on federal grants if ALL of the following conditions are met:

1. The requirement that the cost is “integral” to the project or activity; meaning that the service is essential, vital, or fundamental to the project or activity.
2. Specifically identified to the project.
3. Included in the budget/budget justification.
4. Costs are not also recovered as F&A

# GRANTS WORKFLOW

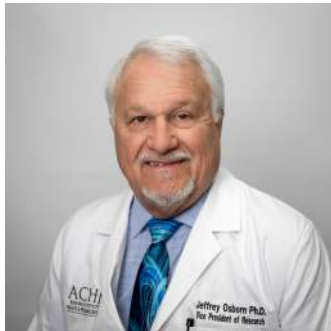
Visualizing the grant workflow: From opportunity discovery and proposal crafting to fund management and impact assessment.





# CONTACT US

We are here to help! For additional information or for questions reach out to us at [grants@achehealth.edu](mailto:grants@achehealth.edu).



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