

2012 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Pre-Award Administration – What Departmental Administrators Ought to Know

April 11, 2012 9:30 am

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

7075 South Morgan Street

Workshop Presenters

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Workshop Objectives

- Role of the department research administrator
- Knowledge and relevance of Federal Regulations (OMB Circulars A-21, A-110, and A-133)
- Submission Requirements – Internal/External
- Receipt and acceptance of awards including bilateral contractual agreements and unilateral grant agreements.
- Available tools for successful departmental research administration

Office of Research Services (ORS)

- The Office of Research Services (ORS) is responsible for Pre-Award sponsored program activity, including research, instruction and public service at the University of Illinois at Chicago.
- The ORS assists faculty and staff on all stages of sponsored activity
 - Assists with proposal development, review and endorsement of proposals, submission of electronic proposals, negotiation and execution of contracts, reporting, receipt and processing of the Notice of Awards
 - Provides interpretation of sponsor guidelines to ensure compliance with both agency and University policies
 - Responsible for formal acceptance of awards/contracts on behalf of Board of Trustees

Office of Research Services (ORS)

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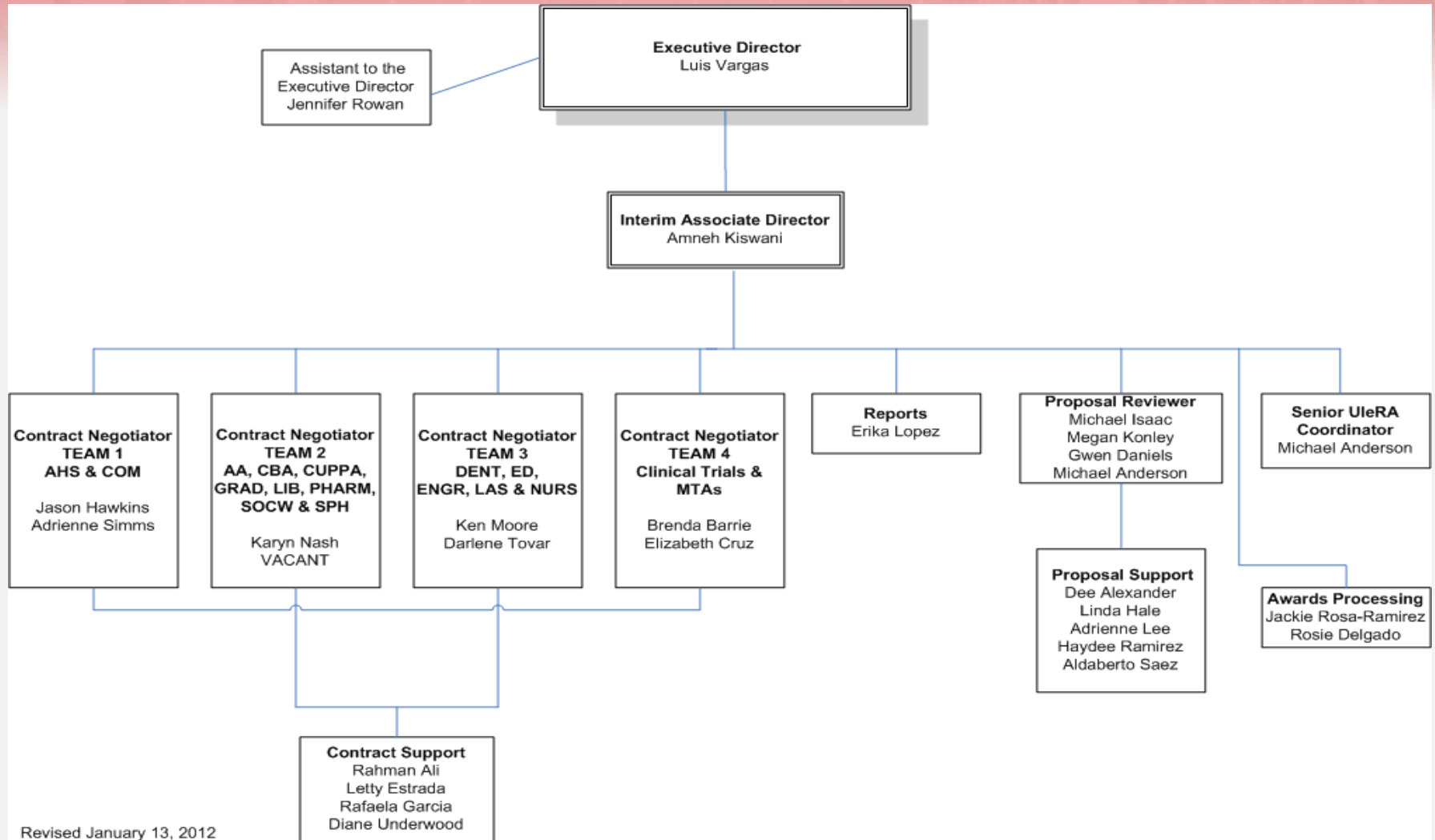
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ORS Mission

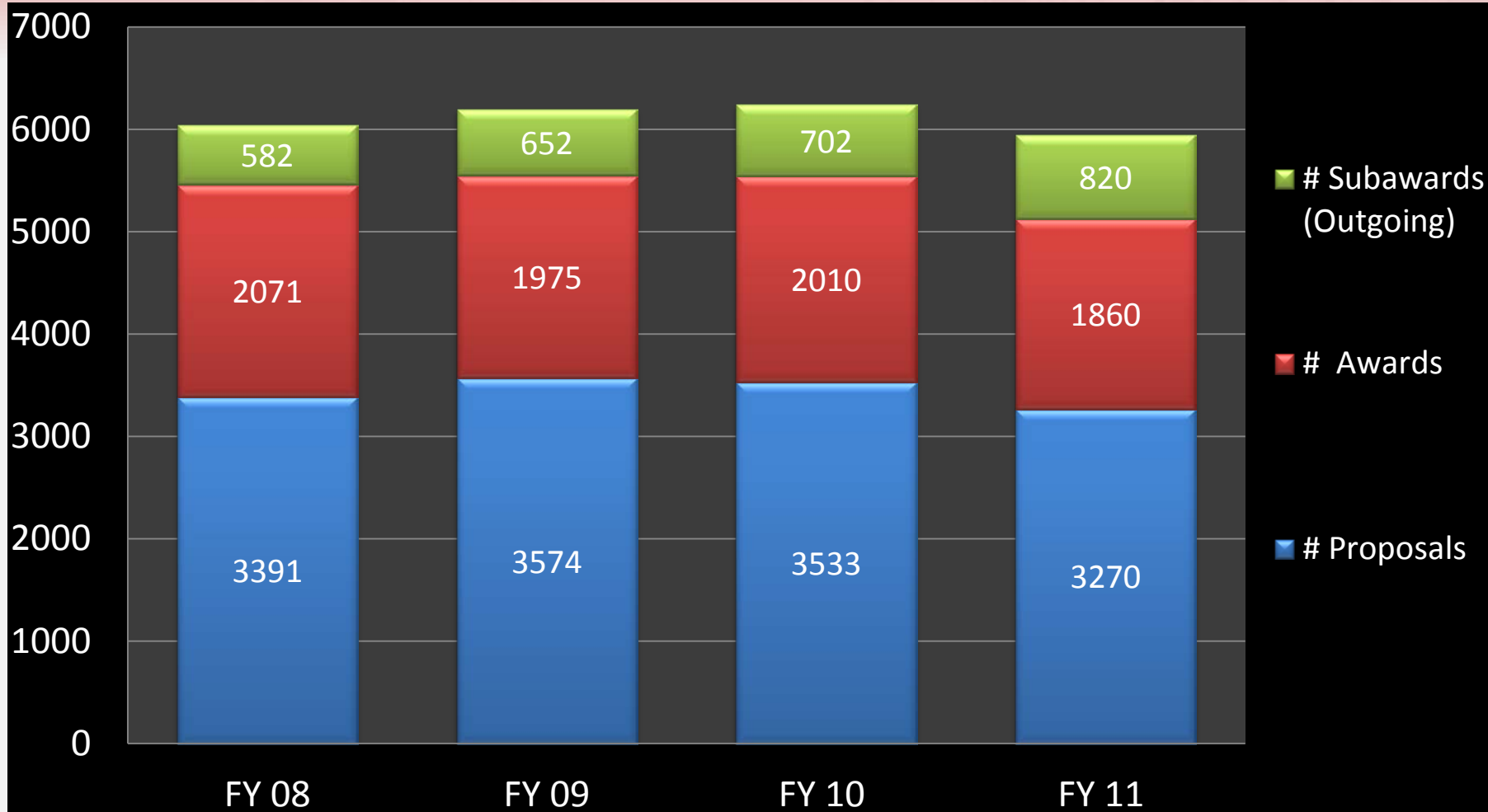
- Provide services to the University community to facilitate the acquisition of external funding for sponsored projects in research, instruction, and public service.
- Represents the University to the external funding agencies on behalf of the authorized institutional official.

Office of Research Services – Organization Structure



Revised January 13, 2012

TOTAL PROPOSAL AND AWARD VOLUME



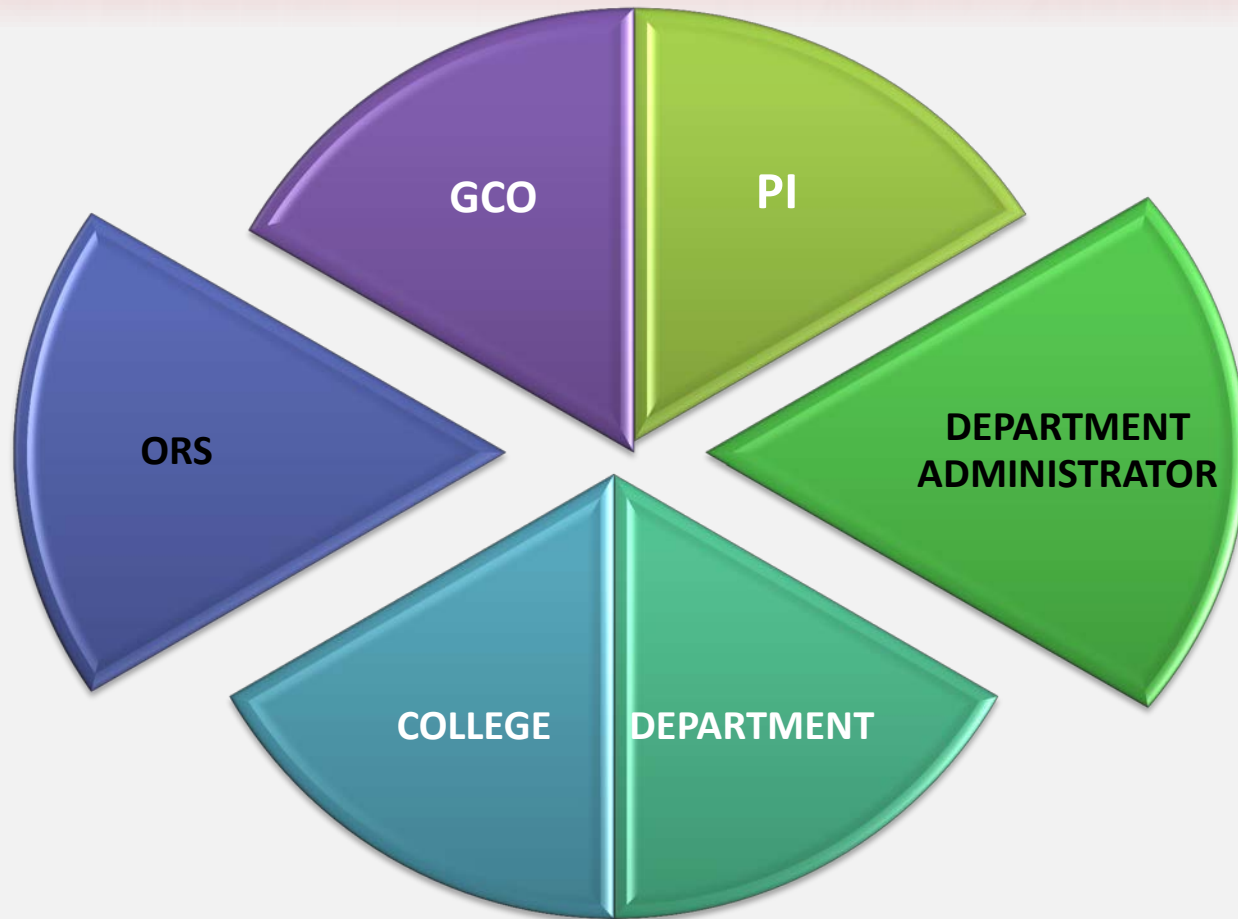
What is Research Administration?

- Dissemination of funding opportunities
- Communication of policy and processes
- Proposal preparation
- Proposal submission
- Award negotiation/acceptance
- Award management
- Regulatory compliance
- Intellectual property protection and technology transfer
- Effort commitment and certification

What is a Sponsored Project Activity?

- Externally funded research, instruction, public service
- Specific statement of work
- Specific deliverables – technical, financial, programmatic
- Detailed specific budget – allowable, allocable, reasonable
- Restrict payment contingent upon reporting
- Provisions regarding IP
- Provisions regarding unexpended funds
- Facilities and Administrative (F&A) costs
- **Unique intellectual expertise**

Who's Involved in the Process?



Roles and Responsibilities

Department Administrators:

- Responsible for the administrative aspects and are key individuals in the management of a sponsored project
- First line of review before proposal is routed for approvals and submitted to ORS
- Understand and properly follow sponsor and institutional guidelines/policies
- Verifying availability of space and other resources to conduct the work
- Understand unallowable, direct, and facilities and administrative (F&A) costs
- Show consistency in charging sponsored project costs
- Assist PI with annual effort reporting requirements

Office of Research Services (ORS):

- Facilitate the effective and efficient execution of sponsored projects
- Protect the interests of the PI and University
- Ensure a uniform, streamlined administrative process for grants and contracts
- Interpreting sponsor and university policies, and government regulations
- Review and sign institutional certifications, representations and assurances
- Proposal and budget review
- Online submission of proposals, if applicable
- Process requests from sponsors regarding pending and awarded projects
- Negotiation and execution of contracts
- Receipt and processing of the Notice of Award
- No-cost extensions on grants and contracts
- Prior approval requests/notifications

What Governs What We Do?

Aware of OMB Circular A-21 Cost Principles

- Establishes principles for determining costs applicable to grants, contracts, and other agreements
- Direct Costs
- Selected Items of cost
 - Allowable/unallowable costs
 - Time and effort reporting

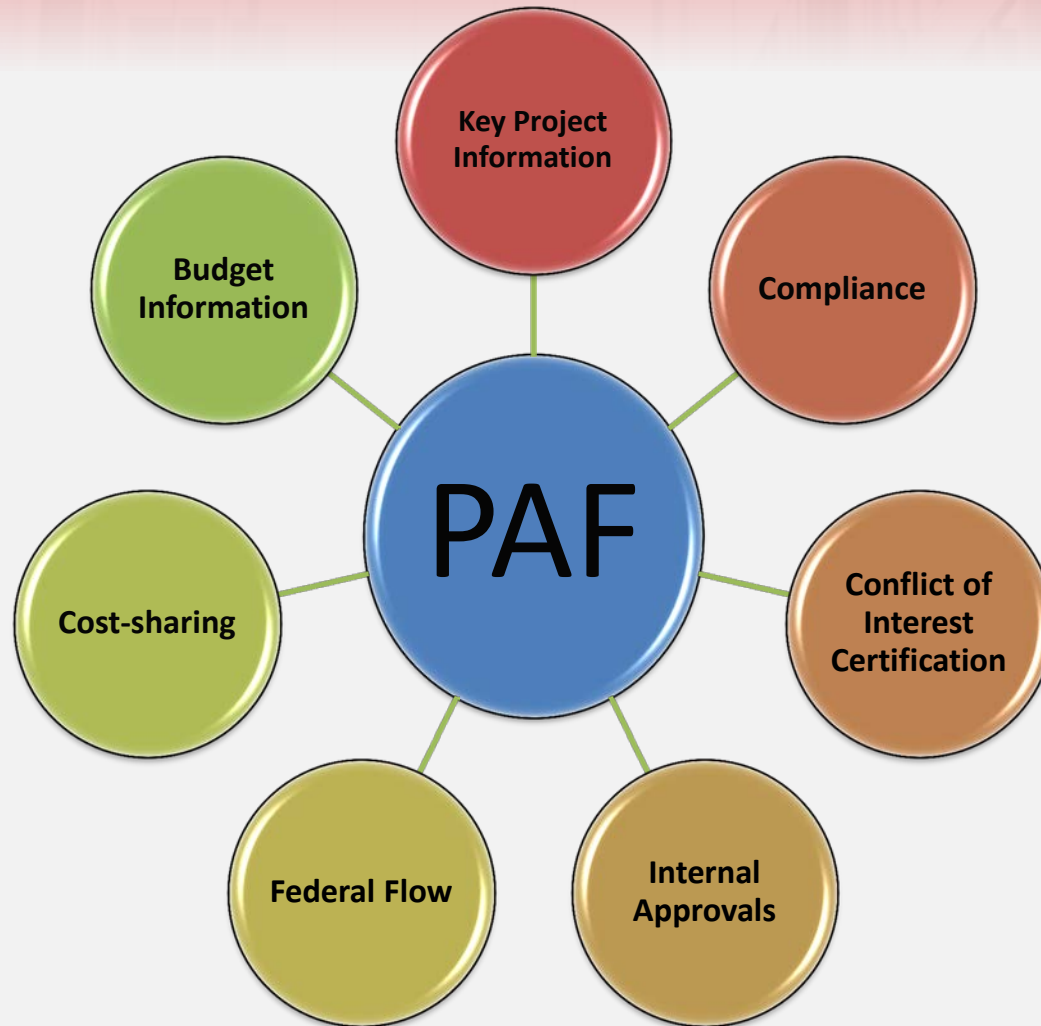
Aware of OMB Circular A-110 Administrative Standards

- Pre-award requirements
- Post Award requirements
 - Financial management systems standards
 - Property Standards
 - Procurement standards
 - Reports & records
- After-the-Award requirements

Aware of OMB Circular A-133 Audit Requirements

- In general, A-133 requires a State government, local government, or non-profit organization (including Institutions of Higher Education) that expends \$500,000 or more per year under Federal grants, cooperative agreements, and/or procurement contracts to have an annual audit by a public accountant or a Federal, State, or local government audit organizations.

Key Internal Documentation Supporting a Specific Project



When to Route a Proposal Approval Form (PAF)

- **New**
 - Initial Submission or Resubmission
 - Grant Transfer In
 - White Paper/Pre-Application Submission (if official endorsement is required)
- **Revision**
 - Budget revision prior to Award Issuance/Acceptance
 - Change of PI (Approved by Sponsor)
 - Change of Org Code
- **Continuation/Amendment**
 - Progress report requires Official Endorsement
 - Contract Increment (NOT included in Original PAF) – i.e. additional funds, additional time
- **Supplement**
 - Additional Funds, Same Period (Supplement)
- **Renewal**
 - Competing Continuation

The Submission Process

Department Administrators:

- Assist the Principal Investigator (PI) in development of the proposal
- Consider project needs and begin building a budget & budget narrative
- Coordinate with other departments to obtain verification and approval for non-departmental personnel involved on a project
- Read sponsor guidelines for policies and required documents
- Assemble full application
- Prepare Proposal Approval Form (PAF), review PAF and proposal documents for accuracy, and obtain required signatures
- Route PAF and required documents to ORS
- Request anticipation account, if appropriate

Office of Research Services (ORS):

- Receipt and assignment of PAF package to reviewer
- Review PAF to ensure accuracy and completeness – all fields are filled in, information lines up with proposal documents, all required signatures present
- Review and endorse budget and proposal documents
- Submit electronic application, if applicable
- Endorse, process and release PAF package to Department

Minimum Documents Required For Review

- PAF – all fields completed and accurate, all required signatures (PI, co-investigators, department heads, dean if applicable to your department)
- Scope of work/abstract (or full research plan if finalized)
- Budget pages and budget justification – initial year and outlying years, must include indirect costs
- Sponsor application forms or required documents for submission that need review and approval/VC signature - examples include face page/coversheet, consortium letter, institutional assurances
- IDC waiver and sponsor guidelines for budgets using less than full IDC rate

Transferring To UIC

Department Administrators:

- Contact the program or grants officer assigned to the project at the awarding agency to identify agency specific transfer process and submission requirements
- Work with the PI and his/her former institution regarding the transfer.
 - Request a copy of the notification/transfer letter or Relinquishing Statement (NIH)
 - Review award notice /agreement
 - If applicable, inquire if all subawards have been terminated
- Proposal must be complete upon notification of award transfer
 - Assist the PI in submitting and receiving appropriate compliance related approvals
 - Route the proposal to ORS for institutional review and approval
 - Submit required applications/forms to sponsor
 - Determine if an anticipation account should be requested
- Monitor funds (BANNER) to ensure that carryover from prior institution received

Office of Research Services (ORS):

- Receipt and assign PAF package to reviewer
- Review PAF to ensure accuracy and completeness – all fields are filled in, information lines up with proposal documents, all required signatures present
- Review and endorse budget and proposal documents are reviewed and endorsed,
- Submit electronic application, if applicable
- Endorse, process and release PAF package to Department

When Proposal is Approved Who Submits to Sponsor

Department Administrators:

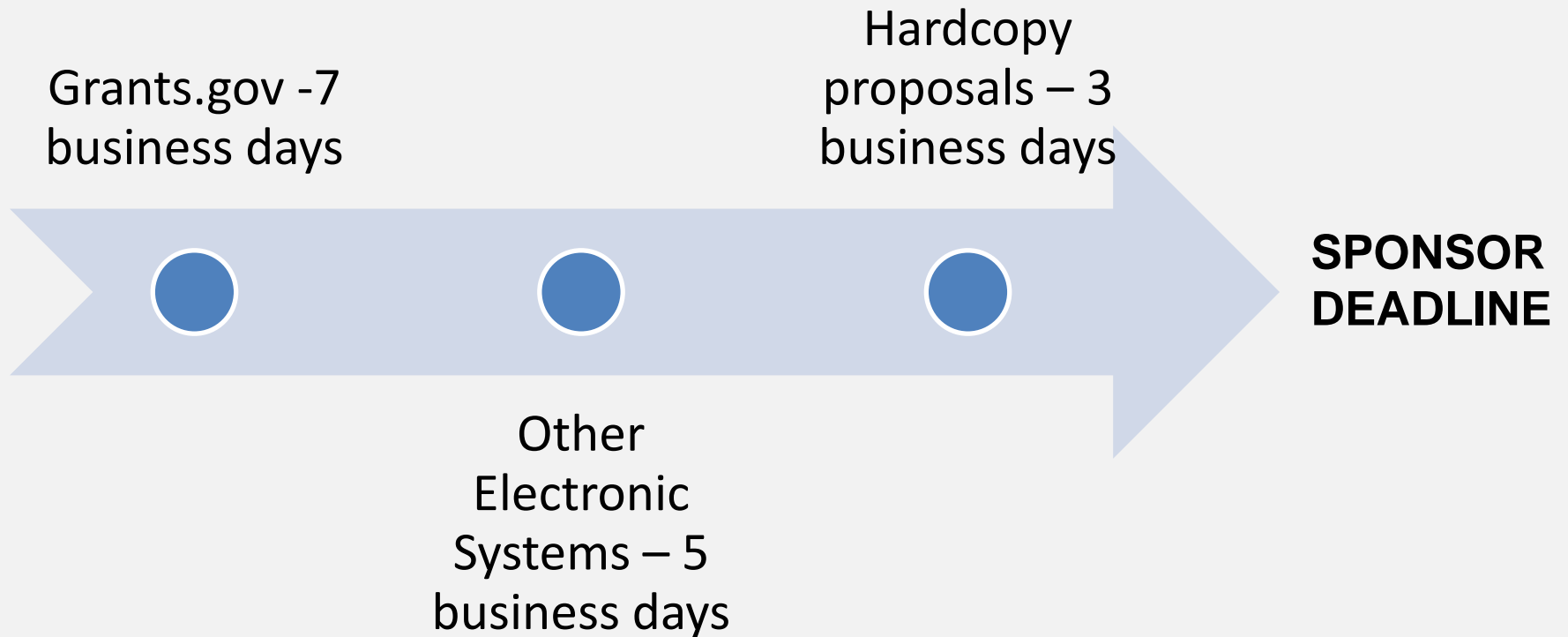
- Hardcopy Submission (all sponsors)
- Electronic Submission:
 - Proposal Central
 - HRSA (continuations)
 - Sponsor requests application via email
 - Dept of Ed (continuations)
 - CDMRP – LOI only

Office of Research Services (ORS):

- Electronic Submission:
 - Grants.gov
 - **NSF Fastlane**
 - NASA NSPIRES
 - American Heart Association
 - NIH eRA Commons
 - Dept of Energy

Note: Please contact ORS early for any electronic systems not previously identified.

Suggested Timeline for Internal Submission



Most Common Errors that Cause Delays

- **PAF is incomplete or recycled**
- PAF information does not line up to information on New or Continuation proposals , i.e. dates, budget totals, cost-sharing, titles, sponsor information
- Required documents are not attached to the PAF
- Signatures are missing from the PAF or proposal/contract signature page(s), if applicable
- Incorrect PAF number referenced

Most Common Errors that Cause Delays

- Budget errors...wrong rates used, miscalculations, MTDC vs. TDC
- IDC waiver and guidelines not provided for proposal utilizing less than full indirect cost rate
- Document routed with a Request for Action form when it should have been a PAF or vice versa
- ORS receives Award/Contract, but Institutional regulatory application not yet submitted by the Department

Proposal is Submitted to
Sponsor...

What's Next?

Pre-Award Requests from Sponsors

- The PI may receive a request from the sponsor for certain documents to be submitted with institutional endorsement prior to an award
 - Examples include Other Support, IRB/IACUC protocol approvals, human subjects training documents, other clarifications and assurances
- NIH refers to this as “Just-In-Time”
 - NIH policy requires JIT information be submitted only when a formal request has been made by NIH

Pre-Award Requests from Sponsors

Department Administrators:

- Work with the PI and other Key Personnel to compile and review Other Support documents to ensure they are accurate, up to date, and address possible overlap
- Compile human subject training course information, if applicable— must use human subjects training letter for UIC personnel, obtain training certificates from subcontract personnel
- Support the PI in obtaining IRB/IACUC approvals – **one to one match required**
- Compile other requested documents
- Route to ORS for review

Office of Research Services (ORS):

- Once Pre-Award Requested documents are received, they are reviewed for completeness and accuracy:
 - Information lines up with the information captured in the PAF and proposal
 - All requested documents are attached
- Verify IRB/IACUC match to project by PAF# and sponsor identifier numbers
- Other Support reviewed for complete information, correct formatting, and overlap issues
- Human subject training courses and dates are verified
- Budgets are reviewed, if applicable
- Documents approved, and submitted to sponsor

Most Common Issues that Delay Pre-Award Request Submissions...

- PAF # not provided or incorrect PAF # indicated
- Not all requested documents or clarifications are provided
- IRB/IACUC does not match the project by PAF # and sponsor identification numbers
- Other Support documents are not in sponsor required format, are incomplete, or overlap issues are not addressed
- Human subject training letter is not used for UIC personnel, dates/courses provided are not accurate (does not match information in the RiSC database)
- Subcontractor documents not provided – other support, human subject training certificates, IRB/IACUC approval – if applicable

The Award has Arrived...

Unilateral and Bilateral
Acceptance

Overview: Accepting the Award

Department Administrators:

- If the original award is received by the Department or PI, forward it to ORS for with a Request for Action Form (RFA) referencing associated PAF#
- Ensure that the Award was initially disclosed to ORS by means of a Proposal Approval Form (PAF)
- Verify with the PI that the proposed scope of work can be completed with the awarded funding levels
- Identify outstanding compliance issues (i.e.; mandatory training, IRB and/or IACUC approvals, conflict of interest)
- Know and Understand the Applicable University Policies and follow Sponsor Terms and Conditions
- Understand and accept the fiduciary responsibility to incur costs in a reasonable and prudent manner

Office of Research Services (ORS):

- Receipt and processing of the Notice of Awards (NOA)
- Negotiation and execution of contracts
- Reviews PAF to ensure accurately reflects the obligations set forth in the NOA or Contract
- Interpretation of sponsor terms
- Ensuring compliance with both agency and University policies
- Verification of IRB and/or IACUC approval, if applicable
- Only the Authorized Official, Walter K. Knorr as Comptroller, can legally bind the University

Unilateral and Bilateral Awards

The notice of award/contract is the legal document which notifies a recipient organization that it has been offered support for a defined activity. An award can be in the form of a grant, contract or cooperative agreement.

•Unilateral

- The sponsoring agency DOES NOT require a written acceptance by UIC authorized official. The expenditure of funds demonstrates our acceptance of the award terms and conditions. NSF and NIH grant awards are examples of such unilateral awards.

•Bilateral

- The sponsoring agency DOES require a written acceptance by UIC authorized official agreeing to the award terms and conditions. Typically, federal contracts, foundation/association and industry awards are bilateral.

Unilateral Awards

Awards Processing Staff Responsible for processing Unilateral Awards from federal funding agencies such as NSF, NIH, HRSA, CDC, and AHRQ:

- **Rosie Delgado**

Ph: 312-996-1817 | Email: rosied@uic.edu

- **Jacqueline Rosa-Ramirez**

Ph: 312-996-6158 | Email: josie@uic.edu

Unilateral Awards: Accepting the Notice of Award (NOA)

Department Administrators:

- If the original award is received by the Department or PI, forward it to ORS for with a Request for Action Form (RFA) referencing associated PAF#.
- Review NOA with the initial PAF to confirm consistency with the requested budget and original scope of work.
 - Verify with the PI that the proposed scope of work can be completed with the awarded funding levels, if appropriate
 - Provide revised budget, if appropriate
 - Understand award terms and conditions
- Identify outstanding compliance issues (i.e.; mandatory training, IRB and/or IACUC approvals, conflict of interest)
- Knowledge of and adherence to the Applicable University Policies
- Understand and accept the fiduciary responsibility to incur costs in a reasonable and prudent manner
- Prepare and route paperwork to ORS for subcontract(s) and/or consultant(s) arrangements, if applicable
- Review approved budget in BANNER and assign personnel to account as appropriate

Office of Research Services (ORS):

- Initial Notification to the PI acknowledging receipt of the NOA
- Confirm whether a PAF has already been submitted and the requested budget matches the awarded amount
- Identify special restrictions or terms and conditions
- Ensure appropriate compliance approval(s) are in place, if appropriate
- Upon formal acceptance of the award terms and conditions, notify Grants and Contracts Office (GCO) via email for account set-up
- Process paperwork related to subcontract(s) and/or consultant(s) agreements, if appropriate

Bilateral Agreements

Whenever a company or other outside Sponsor funds research at the University, the parties must sign a written agreement. This agreement must define the scope of work, establish acceptable payment arrangements, and address important issues such as the right to publish research results, protection of confidential information, and indemnification of third parties and/or subject injury.

- The complexity and type of agreements vary, as do their implications:
 - Non-disclosure Agreements/Confidentiality Agreements
 - Material Transfer Agreements
 - Clinical Trial Agreements
 - Standard Research Agreements
 - Data Use Agreements
 - Consultant Agreements
 - Technical Testing Agreements

Bilateral Agreements | Contract Negotiators

ORS with the assistance of the Office of University Counsel will negotiate appropriate terms on behalf of the University. Contract Negotiators are responsible for review and if necessary negotiations of Bilateral Awards from organizations such as pharmaceutical companies, state and federal agencies, as well as other academic institutions.

- Primary Negotiators for **Clinical Trial Agreements, Material Transfer Agreements, and Non-disclosure Agreements:**
 - Brenda Barrie, Contract Negotiator, bbarrie@uic.edu
 - Elizabeth Cruz, Contract Negotiator, elicruz@uic.edu
- Primary Negotiators for the College of **Medicine** and **Applied Health Sciences:**
 - Jason Hawkins, Contract Negotiator, jasonh@uic.edu
 - Adrienne Simms, Contract Negotiator, asimms@uic.edu
- Primary Negotiator for College of **Architecture and the Arts, Business Administration, Public Administration, Library, Pharmacy, Social Work** and the **School of Public Health:**
 - Karyn Nash, Contract Negotiator, knash@uic.edu
- Primary Negotiators for College of **Dentistry, Education, Engineering, Liberal Arts and Sciences, and Nursing:**
 - Kenneth Moore, Contract Negotiator, kenm@uic.edu
 - Darlene Tovar, Contract Negotiator, dtovar@uic.edu

Bilateral Awards: Accepting the Terms of the Contract

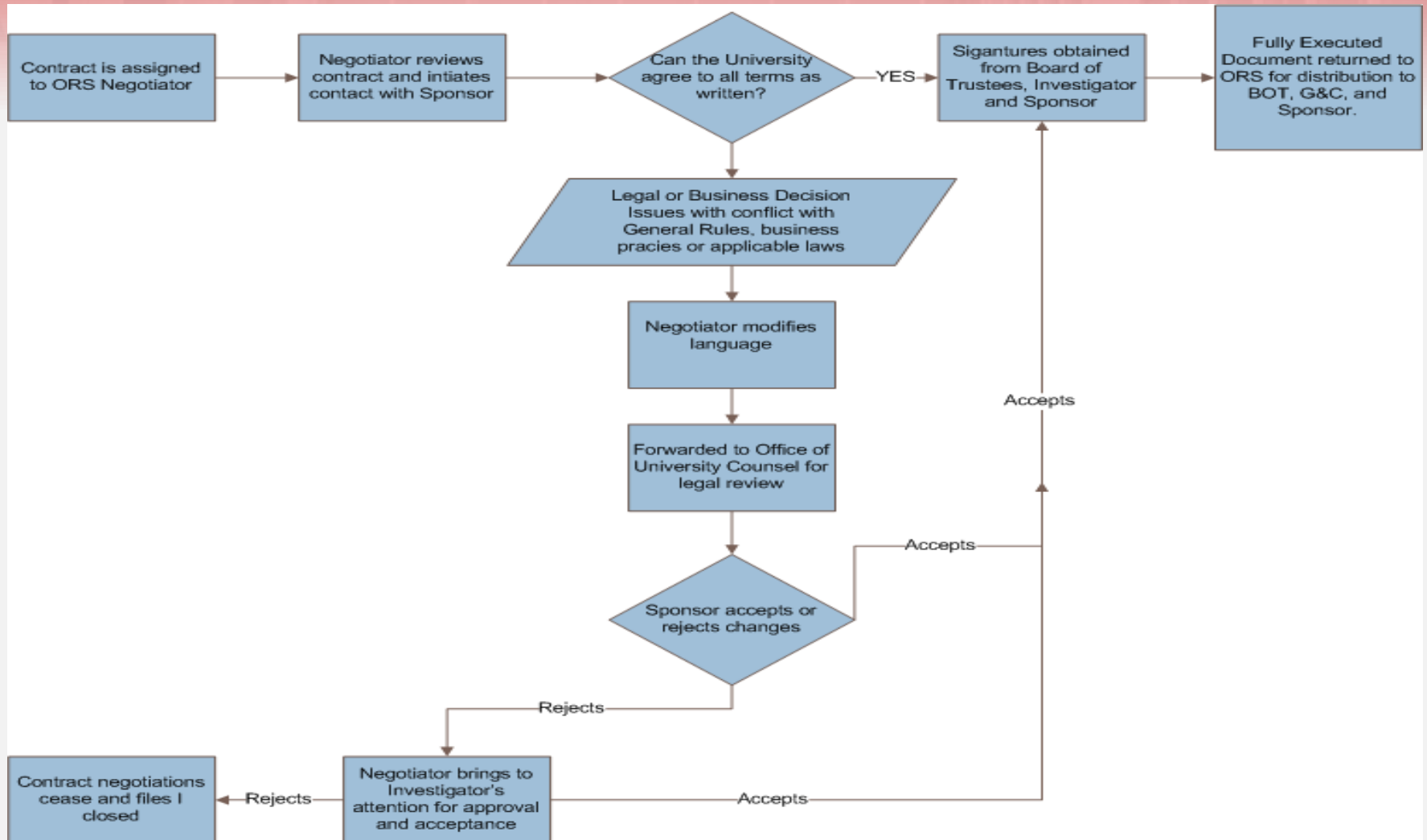
Department Administrators:

- If the original award is received by the Department or PI, forward it to ORS for with a Request for Action Form (RFA) referencing associated PAF#.
- Be sure a Disclosure of Intellectual Property Publication Rights form is submitted
- Aim for Concurrent Review: Submit applicable institutional regulatory application
 - If a Budget is revised by the Sponsor, review the Scope of Work to identify impact on project objectives.
 - Know and Understand the Applicable University Policies
- Review and adhere to the terms and conditions in the contract
- Understand and accept the fiduciary responsibility to incur costs in a reasonable and prudent manner
- Knowledge of and access to UI eRA to confirm agreement statuses
- Update PI of agreement statuses
- Prepare and route paperwork to ORS for subcontract(s) and/or consultant(s) arrangements, if applicable
- Review approved budget in BANNER and assign personnel to account as appropriate

Office of Research Services (ORS):

- Reviews the terms of the agreement and initiates contact with the Sponsor.
- Determines if there are legal or Business Decision Issues in conflict with the General Rules, business practices or applicable laws and modifies the language in the contract if necessary.
- ORS with the assistance of the Office of University Counsel will negotiate appropriate terms on behalf of the University.
- Ensures appropriate compliance approval(s) are in place, if applicable
- Refers to the PAF for budget consistency with the contract.
- Upon acceptance of the terms and conditions, ORS secures Board of Trustee approvals.
 - Walter K. Knorr, Comptroller, is the only individual authorized to legally bind the University contractually.
- Upon acceptance of the terms and conditions, notifies Grants and Contracts Office (GCO) via email for account set-up
- Process paperwork related to subcontract(s) and/or consultant(s) agreements, if appropriate

ORS Bilateral Review Process



Common Problematic Clauses

- Publication
- Indemnification and Subject Injury language
- Confidentiality and Retention Period of Records
- Intellectual Property

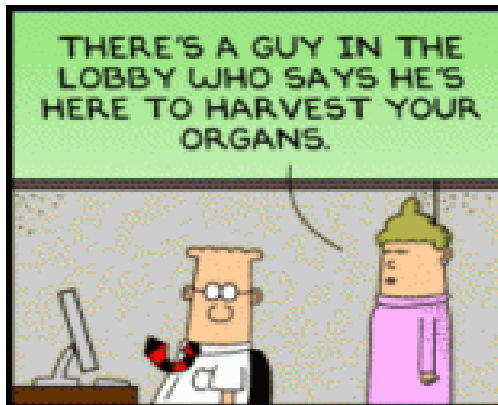
Contract Negotiations



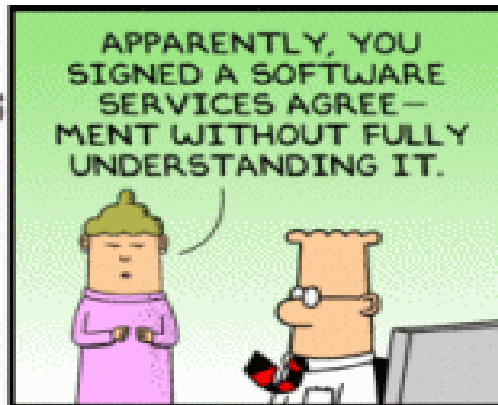
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Tips to Avoid Delays in Award Processing

- Always use current forms from the ORS website (Disclosure of IP form/PAF/Contract)
- Be sure to submit a completed PAF that is accurate
- Work with the Compliance Regulatory offices concurrently
- Provide a MS Word version of the agreement to the ORS Negotiator
- Keep the ORS Negotiator informed and provide all pertinent background information
- Provide revised budget to match the award, if different than requested budget
- If the budget or scope of work is revised, alert the negotiator and submit a revised PAF
- If the original/fully executed agreement comes directly to the Department or PI, be sure to forward to ORS for the university's records and proper account setup
- The contract should specify checks be made payable to The Board of Trustees of the University of Illinois, and mailed to University of Illinois @ Chicago – Grants and Contracts, PO Box 20787, Springfield, IL 62708-0787. If, however, check is received directly by Dept/PI, forward to ORS for processing
- Involve ORS Early:
 - Seek guidance from ORS on when to establish a Non-Disclosure Agreement (NDA)
 - Provide the UIC Open Letter to Sponsors to identify the contractual constraints specific to UIC



Project is underway...

Award Management

Award Management

- During the course of a project, some UIC initiated actions may require prior approval from the funding agency. The Office of Research Services is responsible for the review and endorsement of such requests to the agency.
 - Prior approval actions may include but are not limited to the following:
 - Pre-award costs greater than 90 days
 - Change in Scope
 - Change in Status, Including Absence of PD/PI and Other Senior/Key Personnel Named in the NOA
 - Change of grantee organization
 - No-Cost extension and subsequent no-cost extension or extension of more than 12 months (2nd NCE)
 - Carry over of funds
 - Significant rebudgeting
- Additionally, ORS is designated as the Point of Contact (POC) to the external funding agencies. Agency inquiries will be directed to ORS requesting follow-up and a formal response representing UIC to the issue referenced.

NOTE: Any financial amounts are verified by Grants and Contracts prior to approval

When to Route a PAF vs RFA

Proposal Approval Form (PAF)

- **New**
 - Initial Submission or Resubmission
 - Grant Transfer In
 - White Paper/Pre-Application Submission (if official endorsement is required)
- **Revision**
 - Budget revision prior to Award Issuance/Acceptance
 - Change of PI (Approved by Sponsor)
 - Change of Org Code
- **Continuation/Amendment -**
 - Progress report requires Official Endorsement)
 - Contract Increment (NOT included in Original PAF) – i.e. additional funds, additional time
- **Supplement**
 - Additional Funds, Same Period (Supplement)
- **Renewal**
 - Competing Continuation

Request for Action Form (RFA)

- **Pre-award Requests from Sponsor**
 - Just-in-Time
 - Supplemental Materials
- **Prior Approval Request**
 - Carryover
 - Rebudgeting
 - No Cost Extension
 - Change in scope
 - Significant change in effort
 - Change of PI
- **Grant Transfer Out**
- **Contract Modifications**
 - No Cost Extension (additional time only)
 - Contract Increment (Included in original PAF)
- **Closeout**

Close Outs

- Sponsors vary in their requirements for closing out an award
 - Variations in required documents and deadlines for submission
 - Often these requirements are outlined in the Notice of Award or Terms and Conditions of agreement
- **Most common required documents are:**
 - Final Financial/Expenditure Reports
 - Final Progress Report/Technical summary
 - Final Invention Statements/Patent Reports
 - Property reports
 - Contract release form

Close Outs

Department Administrators:

- Assist PI in completing the Final Progress Report/Technical Summary
 - Often times, PIs can send this report directly to sponsors
- Assist PI in completing the Final Invention Statement/Patent Report
 - Work with OTM to confirm any disclosed invention information
- Work with Grants and Contracts office to reconcile the Banner account
 - Request final invoices from subcontractors
 - Reconciliation of Expenditures Report (ROE)
- Be cognizant of document retention requirement in term and conditions for bilateral agreements
- Route completed Final Invention/Patent Report and any other documents that require institutional endorsement to ORS

Office of Research Services (ORS):

- Review Final Invention/Patent Report and other documents for completeness and accuracy
- Verify Patent/Invention documentation with Office of Technology Management (OTM) to ensure consistency
- Property and/or other finance related documents are routed to Grants and Contracts Office for their review/or signature, if applicable
- Once finalized, closeout documents are signed and submitted to the sponsor via email/ applicable electronic system or hardcopies returned to department for submission to sponsor
- **Final Financial/Expenditure Reports or invoices are prepared and submitted to the sponsor by the Grants and Contracts Office**

Transferring From UIC

Department Administrators:

- If a PI plans to leave the University, s/he must contact project officer/grants manager at the sponsoring agency to determine whether or not the grant or contract can be transferred to the new institution.
- Obtain necessary internal approval from department head and/or dean, who will recommend appropriate disposition.
- Determine the date the award will be transferred
- Some sponsors may have a specific form(s) to complete when transferring an award. Examples include:
 - NIH requires the completion of form PHS 3734 and Final Invention Statement.
 - NSF requires that the transfer of an award be requested via FastLane and submitted through the Notification and Request module
- Some sponsors may require:
 - the estimated award balance remaining as of the date of transfer
 - list of equipment transferring with the project
- Sponsor approval may be required if the PI leaves UIC prior to the effective date of transfer

Office of Research Services (ORS):

- RFA along with agency specific transfer document(s) are received and assigned to a reviewer
 - Include IPAS/OPAS form signifying departmental support
- Verify any remaining unobligated balances with Grants and Contracts
- Verify Patent/Invention documentation with Office of Technology Management (OTM) to ensure consistency
- Electronic request submitted, if applicable i.e. NSF
- Sign any required documents and release to Department for submission

Where do I go for help?

Office of Research Services (ORS):

- Proposal and budget review
- Online submission of proposals
- Requests from sponsors regarding pending and awarded projects
- Negotiation, execution, and modification of contracts
- Receipt and processing of the Notice of Award
- No-cost extensions on grants and contracts
- Prior approval requests/notifications, i.e. permission to carry forward funds, change of PI, change of scope, and major re-budgeting
- Sign-off for relinquishing documents, grant transfers, and NIH Final Invention Statements
- ICR waivers & OVCR cost sharing approval

Office of Grants & Contracts:

- Set up of sponsored project accounts & budgets in Banner
- Set up of anticipation accounts
- Creation/removal of subcontract and consultant encumbrances
- Modifications to grant title, project end date, PI, financial manager, etc. in Banner
- Processing of IPAS/OPAS requests
- Inquiries related to
 - Billing for sponsored projects
 - Payments to sponsored projects
 - Financial reporting
 - Project closeout
 - Allowable expenses
 - Grant administration in general
- Approval of cost transfer JVs involving sponsored project funds
- F&A & tuition remission adjustments
- Rates (F&A, Tuition Remission, Fringe Benefit)
- Audit/Compliance issues

Tools/Resources Available - External

- **NIH Grants Policy Statement:**
http://www.grants.nih.gov/grants/policy/nihgps_2011/index.htm
 - **GPS Administrative Requirements link:** A helpful link for information on post-award adjustments to NIH awards:
http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch8.htm#Toc271264922
- **NIH Guide Listserv: subscribe to weekly notification from NIH:**
<http://grants.nih.gov/grants/guide/listserv.htm>
- **NSF Proposal and Award Policies and Procedures Guide:**
http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_index.jsp
- **Research Administrators Certification Council (RACC) – Body of Knowledge:**
<http://www.cra-cert.org/CRAbodyofknowledge.html>
- **OMB Circular A-21 - Cost Principles for Educational Institutions:**
http://www.whitehouse.gov/omb/circulars_a021_2004/
- **OMB Circular A-110 - Uniform Administrative Requirements for Grants and Other Agreements:**
<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a110/2cfr215-0.pdf>
- **OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations:**
http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

Tools/Resources Available - Internal

- **UI eRA (University of Illinois Electronic Research Administration):**
 - View/track your proposals and award documents on-line. Send your email request for "UI eRA Access" to servicedesk@uillinois.edu.
- **ORS Website:**
<http://tiger.uic.edu/depts/ovcr/research/proposals/index.shtml>
- **OBFS Grants and Contracts Office:**
<http://www.obfs.uillinois.edu/grants/>
- **OBFS Manual - Section 16 - Grants and Research Contracts:**
<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=930380>
- **University of Illinois Board of Trustees – General Rules - Section 6. Research gifts, Grants, and Contracts:** <http://www.uillinois.edu/trustees/rules.cfm#sec26>

