

# CPRA BODY OF KNOWLEDGE

## I. RESEARCH PARTNERSHIP AND FUNDING

- A. Settings for Research Administration
- B. Roles and Responsibilities
  - 1. Research administrator (facilitator, gatekeeper, resource locator, team builder, motivator)
  - 2. Sponsored programs office
  - 3. Principal investigator and other key personnel
  - 4. Institution
  - 5. Sponsor
- C. Perspectives for Seeking and Awarding Sponsored Funding (institutions, sponsor's, principal investigator's, interdependency, common goals, relationships)
- D. Collaborations (role, determining criteria, required proposal documentation)
  - 1. Multiple collaborating PIs
  - 2. Subrecipients
  - 3. Independent contractors
  - 4. Teaming agreement
- E. Professional Skills Development for Research Administrators (customer service, project management, multi-tasking, time management, training for career development)
- F. Funding and Research Development
  - 1. Funding opportunities (characteristics, key features)
    - a. Solicited
    - b. Unsolicited/PI-initiated
    - c. Limited submissions
  - 2. Funding information (background, content, best practices)
    - a. Sources (characteristics, key features)
      - i. Catalog of Federal Domestic Assistance (CFDA)
      - ii. Federal Register
      - iii. FedBizOpps.gov
      - iv. Grants.gov
      - v. FedConnect.net
      - vi. Agency websites
      - vii. Foundation directories and reports
      - viii. Other
    - b. Use of expertise databases and funding search tools
  - 3. Announcements/solicitations
    - a. General components included in funding announcements
    - b. Types and traits of funding announcements/solicitations (RFA/RFP)
    - c. Identification of key points from announcements and communication to investigators

- d. Communication methods and delivery to appropriate audience (newsletters, electronic tools, listserv)
  - 4. Funding Programs (key purposes, characteristics, requirements, restrictions)
    - a. Research
    - b. Fellowship and training
    - c. Equipment/instrumentation
    - d. Program project/Center
    - e. Career development
    - f. Internal
    - g. Other
- G. Overview of Grants Regulatory Framework and Legislative Process (statutory requirements, program requirements, administrative requirements)
  - 1. Federal budget process
  - 2. Congressionally directed funding (distinguishing features, lobbying implications)
  - 3. OMB circulars (OMB A-133, OMB A-102) (purpose, requirements, Implementation, and Uniform Guidance)
  - 4. Code of Federal Regulations (CFR) (2 CFR Part 215, 2 CFR Part 220, 2 CFR Part 230, 2 CFR Part 225)
  - 5. Federal Acquisition Regulation (FAR) (purpose, requirements in contracts)
  - 6. Statutory requirements (NIH salary cap)
  - 7. America COMPETES Act (requirements, implementation)
  - 8. Other
- H. Sponsors
  - 1. Types and Characteristics of Sponsors
    - a. Federal government
      - i. Structure and agency missions (executive departments, independent agencies)
      - ii. Types of programs and award mechanisms
    - b. State and local government
    - c. Private foundations
    - d. For profit business and industry
  - 2. Differentiation between public and private sources of funding
- I. Identification of Internal Capacity
- J. Public Relations
  - 1. Freedom of information (FOIA)
  - 2. Public records laws
  - 3. Media relations and interactions with special interest groups
  - 4. Environmental concerns/impacts (chemical hazardous waste, Material Safety Data sheets [MSDS], environmental safety, management of public relations associated with potential hazards)

## II. PROJECT DEVELOPMENT AND PROPOSAL SUBMISSION

- A. Proposal Writing
  - 1. Types of proposals (characteristics, key elements)
    - a. Pre-proposal/pre-application/letter of intent
    - b. New, continuation, renewal, resubmission
    - c. Competing, noncompeting
    - d. Seed grant/pilot project/internal
  - 2. Nonfinancial components of a proposal (purpose, key features, essential information)
    - a. Personnel/key persons
    - b. Title/abstract/executive summary/introduction
    - c. Needs/problem statement
    - d. Goals/objectives/statement of work/implementation plan/methods/sustainability/evaluation plan/data sharing plan/letters of support
    - e. Other
  - 3. Characteristics of a successful proposal
  - 4. Unique characteristics of proposals submitted to industry sponsors
- B. Effective Management of Proposal Teams (timeline, organization)
- C. Understanding and Interpretation of Agency Guidelines (key features, requirements, proposal content, other information)
  - 1. Broad agency announcement (BAA)
  - 2. Invitation to bid
  - 3. Request for Applications/Proposals (RFA/RFP)
  - 4. Request for quotation (RFQ)
  - 5. Program announcements (solicited, unsolicited)
- D. Documentation to Meet Sponsor Requirements
  - 1. Subcontractor/collaborator documentation
  - 2. Just-in-time documentation and process
  - 3. Current and pending support
  - 4. Required proposal components
- E. Institutional Clearances and Approvals
  - 1. Internal proposal review
  - 2. Approvals and documentation of institutional commitments
  - 3. Records retention
- F. Electronic Research Administration
  - 1. Institutional capability to electronically submit funding applications
  - 2. Key features of online proposal submission systems
  - 3. Common electronic proposal submission systems
    - a. Grants.gov
    - b. FastLane (Research.gov)
    - c. eRA Commons (ASSIST)
    - d. NSPIRES
    - e. FedConnect

- f. ProposalCENTRAL
    - g. Other (system-to-system interfaces)
  - 4. Other electronic tools related to funding application development and submission
    - a. NIH RePORTER
    - b. USAspending.gov
    - c. Other (state, private)
  - 5. System-to-system Interfaces
- G. Deadlines and Target Dates
- H. Unfunded and Revised Proposals

### III. BUDGET DESIGN AND DEVELOPMENT

- A. Budget Preparation
  - 1. Process for development of a budget
  - 2. Role of budget in proposal and characteristics of an effective budget
  - 3. Interpretation of sponsor guidelines related to budget limitations and exclusions
  - 4. Understanding of sustainability of project
  - 5. Budget categories
  - 6. Budget justification
  - 7. Budget forms
  - 8. Use of budget template and spreadsheets
  - 9. Budget calculation
- B. Project Costs
  - 1. Definitions of direct and indirect costs
  - 2. Definition of major projects and unlike circumstance
  - 3. Understanding of total project costs (sponsor and matching costs)
  - 4. Cost sharing
    - a. Allowable and unallowable costs
    - b. Types of cost sharing (mandatory, voluntary committed, voluntary uncommitted)
    - c. Documentation and institutional approvals
  - 5. Understanding of general cost principles
    - a. Criteria for determining allowable and unallowable costs (2 CFR Part 220, allowable, allocable, reasonable, consistently applied, prudent person test)
    - b. Typical allowable and unallowable costs
    - c. Cost Accounting Standards (CAS)
  - 6. Cost price analysis
  - 7. Program income
- C. Direct Costs
  - 1. Personnel
    - a. Salaries and wages (application of salary cap)
    - b. Time and effort (understanding of concept of 100%)
    - c. Fringe benefits (typical components, different types of calculation base pooled, actual)
  - 2. Travel
  - 3. Equipment

4. Other direct costs
5. Subawards
6. Consultant
- D. Facilities and Administrative (Indirect) Costs
  1. Components of indirect costs
  2. Use of appropriate indirect rate in proposals (purpose code, off/on campus rates, sponsor indirect cost rate limitations)
  3. Calculation of indirect costs in proposal budgets (modified total direct costs [MTDC])
  4. Unrecovered indirect costs
  5. Waivers
  6. Indirect rates
    - a. General process for developing indirect rate proposal
    - b. Determination of appropriate indirect rate
      - i. On campus/off campus
      - ii. Purpose code (e.g. research, instruction, other)
      - iii. Negotiation of indirect rates
- E. Budget Revisions (review, submission, implications to scope of work)

#### **IV. AWARDS AND PRE-AWARD COMPLAINT CONSIDERATIONS**

- A. Sponsor Reviews (characteristics, composition of review committee, outcome)
  1. In-house review
  2. Peer review
  3. Modified peer review
  4. Other
- B. Site Visits (definition, preparation steps, responsibilities of parties)
- C. Sponsored Project Awards (definition, purpose, use, key elements, support mechanisms)
  1. Grant (assistance)
  2. Contract (procurement)
  3. Cooperative agreement
  4. Subcontract
  5. Other
- D. Negotiations
  1. Typical negotiation process and sponsor interface
  2. Terms and conditions (common preferred positions, implications of restrictive terms)
    - a. Use of name
    - b. Publication
    - c. Warranty
    - d. Indemnification
    - e. Payment
    - f. Other
- E. Intellectual Property
  1. Applicable regulations (e.g. Bayh-Dole Act, 37 CFR 401)
  2. Types and characteristics (copyright, patent, license)
  3. Classified research
  4. Proprietary information
- F. Assurances, Certifications, and Disclosures (purpose, key requirements)

1. Institutional registration and identification
  - a. Representations and Certifications (Reps and Certs)
  - b. System for Award Management
  - c. Employer Identification Number (EIN) and DUNS number
2. Affirmative Action/Equal Employment Opportunity (EEO)
3. Federal drug-free workplace and drug-free schools
4. Federal debt delinquency
5. Federal debarment/suspension
6. Lobbying
7. Conflict of interest (COI)
8. Export controls (ITAR, EAR, OFAC)
9. Other
- G. Research Compliance (institutional committees, regulations, training)
  1. Human subjects (IRB, CITI training)
  2. Animal subjects (IACUC, animal laboratory training requirements)
  3. Other (radiation safety, institutional biosafety, chemical safety committees)
- H. Health Information Portability and Accountability Act (HIPAA)
- I. Responsible Conduct of Research (RCR) (required institutional policy, relevant regulations, required documentation, agency oversight)

**(NOTE: Information provided in parenthesis if descriptive and not comprehensive)**