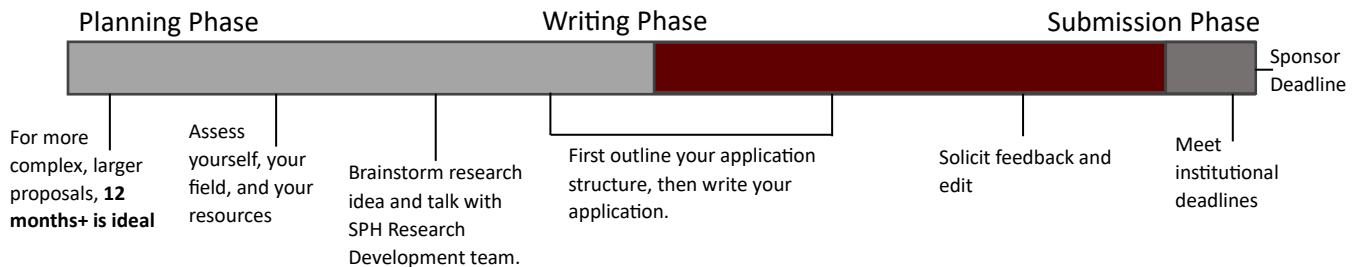


Principal Investigator (PI) Guidance

Congratulations on your appointment within the School of Public Health (SPH). This document is to serve as a guide to help navigate the sponsored project proposal process at Texas A&M University.

Recommended Proposal Submission **TIMELINE**



Initial PI **STEPS**

- Identify funding opportunity and Review RFA (recognize if this is an SRS submit or PI submit).
- Initiate conversation with potential collaborators (and/or centers) who may be interested in working on the project.
- Initiate conversation with any additional institutions, or organizations that may be included for a subaward.
- **Contact the SPH Office of Research** to let us know that you intend to submit a proposal.
 - Notification is needed **at least four weeks prior to the sponsor deadline**.
 - Include a link to the RFA to confirm eligibility.
 - Note any potential collaborators outside of TAMU.
- Once notified, the SPH Office of Research will note your intent to submit make sure you are connected to an SRS team member **at least 3 weeks before the sponsor deadline**

Overview of **PRE-AWARD**: Technical Documents and Research Development & Resources

Research Development Team – Specializes in developing your ideas into competitive proposals.

- Jim Izat – Sr. Research Development Officer (jizat@tamu.edu)
- Huyen Nguyen – Research Development Officer (huyennnguyen@exchange.tamu.edu)

Research Administration Team – Specializes in making sure your proposal submission is complete.

- Ashley McGill – Program Coordinator (amcgill@tamu.edu)

Services provided by the SPH Research Office Team:

- Feedback: funding strategies, content, structure, writing and editing
- Structured Meetings: weekly 1:1 meetings, writing groups, NIH proposal development sessions
- Budget Support: general questions, staffing guidance, graduate assistants, current [fringe rates](#), etc.
- Other Support: Standard Resource Statements, help with Budget Justification, Scope of Work, Biosketches, and other technical documentation
- The SPH Research Development and Research Administration team members will coordinate to ensure your specific pre-award support needs are met.

SRS - PROPOSALS:

Sponsored Research Services (SRS) strives to provide TAMUS researchers with excellent sponsored project administration services. Pre-Award Administration is a complex process that requires sufficient preparation time prior to submission to the sponsor. Please visit <https://srs.tamu.edu/proposals/> for more information on submission guidelines, budget development, tutorials and more!

SPH currently works with two (2) primary SRS administrators during the pre-award phase:

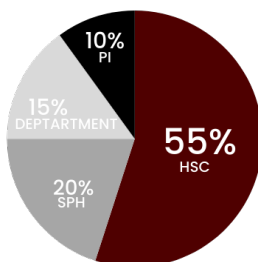
- Tammy Hardin: **HB, EOH, CWH, USA Center, CHEER, CHN** tammy.hardin@tamu.edu
- Hailey Polson: **HPM, EPI/BIO, CCHA, SWRHC** haileypolson@tamu.edu

IDC:

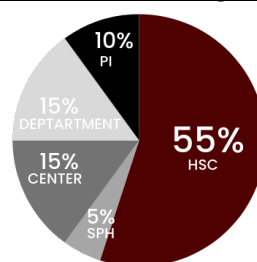
After your proposal has been submitted, the Office of Research will reach out to you about your IDC breakdown, if the proposal were to get awarded. Pursuant to the HSC indirect return distribution policy, indirect on sponsored agreements are distributed as follows: HSC 55%, School 20% (if running through Center, 5% is allocated to SPH and 15% to the Center), Department 15%, and PI 10%.

IDC (or F&A) rates: [Click HERE for current F&A Cost Rates](#)

IDC Distribution through a Department



IDC Distribution through a Center



However, there may be proposals in which the lead PI requests an alternate distribution of IDCs to share or split indirects with other investigators working on the project.

If the proposal is awarded, you will complete the IDC allocation request in Maestro but the SPH Research Office team will keep an internal tracker of the planned distribution at the time the proposal is submitted.

CONGRATS, the proposal has been awarded. What now?

Overview of POST-AWARD:

PI responsibilities if a proposal is funded:

- Send award notification to awards@tamu.edu
- Send notification to all personnel from sub-contracts (If applicable)
- Contact the SPH Research Office and notify them of the new award. **DO NOT SIGN ANYTHING**
- Ensure cost sharing is documented (If applicable)
- Refer to the Maestro Researcher Portal to monitor funds
- Distribute PI IDC, if applicable, and route for approval in Maestro once project is set-up

***Maestro training available:** On the right side of the main screen, click more and you can see the workshop options

- Check-in with HR professionals regarding the appropriate hiring process for any involved GAR's, etc.
- Initiate appropriate [IRB review](#) and disclose/update any conflicts of interest using the Huron system

Office of Research Post-Award Research Administration Team:

- Nicole Filger - Director (filger@tamu.edu)

Services provided by the SPH Post-Award Administration Team:

- Reviews, reconciles and projects award finances, requests (PCTs) to ensure burn rate (expenditures vs. time lapsed) is appropriate.
- Monitors budgets by overseeing purchasing activities and salary expenditures.
- Ensures PI's review and accurately reconcile research time and effort.

 **SRS - PROJECTS:**

The project administration team is committed to providing timely, accurate, and courteous assistance to our faculty, external sponsors, and other System members. The project administration team assists customers in exercising good project management practices in the administration of externally-funded sponsored programs during the lifecycle of an award—from project establishment to closeout.

Important Contacts for SRS post-award:

- the ASSET team at (awards@tamu.edu) sets up the project account
- Martha Tackett (tackett@tamu.edu) is the SRS post-award project administrator for SPH

For more project administration information, visit: <https://srs.tamu.edu/projects/>

For sponsored projects administered by SRS, the Project Administrators conduct compliance checks ensuring:

- Accounts are not overspent
- Payroll charges are within the period of the award
- Administrative and clerical costs are not charged unless specifically allowed
- Foreign nationals are not paid on the account unless it is specifically allowed
- Payroll limitations for key personnel are followed.
- National Science Foundation Salary Policy is followed
- National Institutes of Health Salary Cap is followed

 **FAQ's:**

Other Frequently Asked Questions:

What is the EIN? 742907553

What is the UEI? HFT7XTHB6563

What is the organization name address?

Texas A&M Health Science Center, 400 Harvey Mitchell Pkwy S, College Station, TX 77845

What to do for RAPID Grants?

Reach directly out to your SRS contact and CC your OOR contact.

Information on contracts?

<https://srs.tamu.edu/contracts/>

[Click HERE for more FAQ's](#)