

POST-AWARD PROCEDURES

To initiate the post-award phase of the PFRDG, awardees must meet with Dr. Gary Margules, Vice President for Research and Technology Transfer (VP-RTT) to discuss their research project. At the time of award notification, the applicants will be provided a list of comments from the reviewers regarding his/her project; awardees should be prepared to discuss the comments during the meeting.

COMPLIANCE PROCEDURES

Applicants who receive PFRDG awards are to follow the applicable policies and procedures for research compliance including the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Radiation Safety, or Export Control if applicable.

Information related to these policies and procedures are available at their respective websites:

- IRB [www.nova.edu/irb]
- IACUC [<https://www.nova.edu/rtt/animal-subjects.html>] - Any questions regarding the IRB process should be directed to the PI's Center Representative, particularly if the IRB submission process has not yet been started.
- IBC [<https://www.nova.edu/rtt/secure/all-users/ibc/>]
- Radiation Safety [<https://www.nova.edu/ehs/radiation>]
- Export Control [<https://www.nova.edu/osp/export-control/index.html>]

The PI should verify with their Department Chair if there are any additional guidelines governing research projects in their academic unit that should be followed. Projects in the Health Professions Division should consult with the HPD Research Committee regarding their project.

Please note that no funding will be released for a PFRDG award until all applicable research compliance approvals have been obtained. In addition, all PIs must notify the appropriate respective compliance area of any subsequent changes to the approved study protocol before the changes are put into effect. In addition, if the PI requests a no-cost extension to the grant (see section below), he/she must also submit for continuing approval of the research protocol from the appropriate compliance area, as applicable.

PROJECT PERIOD AND EXTENSIONS

At the request of the OSP, each PFRDG project will be assigned a restricted account where revenue and expenses associated with the award will be posted. Funds from the PFRDG account and the appropriate academic units' budgets will be transferred into a restricted account for each award. PFRDG projects will have a start date that coincides with the start date of the fiscal year (July 1) with a project period of 12 months, ending June 30. Requests for no-cost extensions beyond the initial project year must be submitted to pfrdg@nova.edu at least **60 days before the original project end date**. Extensions may be granted for up to one year at the discretion of the VP-RTT.

Extensions will not confer any additional funds above and beyond the original award amount. A *No-Cost Extension Form* can be downloaded from the [PFRDG website](#), and must be submitted to pfrdg@nova.edu for processing.

CREATING A BUDGET

After notification of award, the OSP will work with the PI to set up the project budget. Setting up the budget entails assigning line item costs from the application budget to the appropriate expense account codes in the NSU Income and Expense Code Directory. These codes are important when initiating purchases, travel reimbursements, and other expenses and will be used by the OSP to administratively oversee the project. The Chart of Accounts with expense account codes is available at [<http://www.nova.edu/budget/forms/income-expense-code-directory.pdf>]. Once the appropriate expense account codes are identified, the OSP will issue a Project Digest to set up the budget in the Banner financial system.

During the course of the award, it may be necessary to spend funds differently than originally budgeted. If so, the PI must complete a *Rebudgeting Request Form*, which is available on the [PFRDG website](#), and submit it to the OSP at pfrdg@nova.edu.

If the rebudget is significant (i.e. 25% or more of the total award), it will be routed by the OSP for additional approval by the VP-RTT. For example, for a PFRDG award of \$10,000, if it becomes necessary to move an additional \$3,000 to supplies from the travel line to cover unanticipated additional costs, this would represent a rebudget of 30% (\$3,000 is 30% of \$10,000) which would require additional approval of the VP-RTT.

Rebudgeting Request Forms should be submitted to pfrdg@nova.edu for approval **before** incurring expenses for which rebudgeting is required.

EXPENSES AND PROGRAM INCOME

All requests for expenditures (purchase orders, travel requests, check requests, etc.) must be submitted in Ariba and routed to the OSP for review for allowability. All purchase orders, travel reimbursements and check requests must contain the PI approval. If PI approval is omitted, the request will be returned to the PI, which may delay the procurement process. Once approved by the OSP, requests will route to Procurement or Accounts Payable for final processing via the Ariba system.

If any program income is generated during the award period, it must be used for the same purpose as the award. For example, any fees generated from services performed that had been made possible by the PFRDG award should be used to further the work funded by the award. Most award recipients will not have any program income; if program income is anticipated, PIs must advise the OSP to develop a plan to manage the income if it becomes necessary.

REPORTING AND EXTERNAL SUBMISSION REQUIREMENTS

FINAL REPORT: Within **90 days after the project end date**, the PI must submit a final report to pfrdg@nova.edu and the VP-RTT. The report must include a summary of the sponsored activities. Any papers, abstracts, chapters, etc., which were derived from the research conducted must also be included. Moreover, plans for development of any external funding application must be included in the report. If, after submitting the report, new funding is secured or works published, updated information must be forwarded to pfrdg@nova.edu so outcomes that result from PFRDG funds can be accurately documented. The Final Report Form can be found on the [PFRDG website](#) under the “Post-Award” banner. In circumstances where a researcher fails to submit a final report without an approved extension,

his/her project will be marked as delinquent. **The PI will not be eligible to submit to a subsequent funding cycle if the required Final Report is not received.**

EXTERNAL FUNDING SUBMISSION REQUIREMENT: Within **15 months of completion of the PFRDG project**, PIs are also required to develop an external proposal submission or, if external funding is not a viable option, to provide justification to waive the requirement using the “Request to Waive External Funding Submission”, which is located on the [PFRDG website](#) under the “Post-Award” section. Please note that the Request to Waive External Funding Submission form must be submitted to the VP-RTT prior to the 15-month due date. If the PI is not submitting a proposal or has not received an approved waiver, the PI will be ineligible to apply to future PFRDG competitions. **The Grant Writing Laboratory is available to support the PI(s) in the development of funding searches and/or proposal action plans.**

NOTE: For any external proposals that are submitted in connection with a funded PFRDG project, this should be clearly indicated on the Proposal Approval Record by responding “Yes” to the question “Is this Submission Resulting from a PFRDG award?” and providing the index number for the PFRDG award. This information will be used by OSP for tracking purposes.

OTHER

New PFRDG recipients are ineligible to apply to for PFRDG funding in the next competition cycle. Applicants with active awards that are in a no-cost extension period may be eligible to submit, but only in limited conditions (refer to the PFRDG application guidelines for details).

PIs on funded PFRDG awards will be asked to serve as reviewers to the PFRDG program in the following competition year.

CONTACTS

Point of Contact	Purpose	Contact Information
Office of Sponsored Programs (PFRDG Administrator)	For general questions about PFRDG and for assistance with post-award actions (award set-up, rebudgeting, no-cost extensions, program requirements, general questions)	pfrdg@nova.edu (x25370)
College Business Officer or Departmental Contact	For questions about PFRDG account balances, procedures for hiring students/temps, purchasing items in Ariba, and other routine College items.	www.nova.edu/budget/forms/officers-list.pdf
Melanie Bauer, Grant Writing Manager	For help with external funding searches and development of grant proposal plan for External Funding Requirement.	grantlab@nova.edu
Dr. Gary Margules, Vice President for Research & Technology Transfer	For initial meeting to discuss PFRDG project at set-up.	Contact Wendy Gorden, Executive Assistant, at wgorden@nova.edu