

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. Before meeting with VP-RTT, the PI must submit a written report, outlining in detail the responses to the reviewers' comments, and send as an email attachment to margules@nova.edu.

COMPLIANCE PROCEDURES

Applicants who receive PFRDG awards are to follow the established procedures in their respective academic units concerning, but not limited to, the Institutional Review Board (IRB), the Health Professions Division (HPD) Research Committee, and/or the Institutional Animal Care and Use Committee (IACUC), if applicable. Information related to these policies and procedures are available at their respective websites: IRB [www.nova.edu/irb], HPD Research Committee [www.hpd.nova.edu/hpdresearch], and IACUC [www.rgicr.nova.edu/iacuc/index.html]. The PI should contact their Dean to learn if there are any additional guidelines governing research projects in their academic unit.

For projects with human subjects:

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. **Please note that no funding will be released for a PFRDG award until all applicable university approvals have been obtained.** Please note that all PIs must notify the IRB office of any changes to the study 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 an extension of IRB approval.

PROJECT PERIOD AND EXTENSIONS

Funds from the PFRDG account and the appropriate academic units' budgets will be transferred into a restricted account for each award. The accounts will be accessible starting July 1, 2016 through June 30, 2017. Requests for no-cost extensions beyond June 30, 2017 must be submitted 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. At the conclusion of the extension, grantees who have projects that have not been completed by the next PFRDG application deadline (including final report submission) will be ineligible to submit for new PFRDG funding. 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 [<http://www.nova.edu/academic-affairs/faculty-research-grant/>], and must be submitted to pfrdg@nova.edu to obtain the VP-RTT's approval.

CREATING A BUDGET

It is recommended that the PI contact the OSP immediately after receiving his/her award notice for assistance in finalizing the proposed budget. The OSP can provide guidance in using the correct budget codes to avoid confusion or problems accessing the award funds during the budget year. The Income/Expense Codes provided by Financial Operations should be used when preparing the post-award budget [<http://www.nova.edu/budget/forms/income-expense-code-directory.pdf>]. These codes are extremely important and will be used by the OSP to administratively oversee the project.

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 at the PFRDG website [www.nova.edu/pfrdg], and submit it to pfrdg@nova.edu. If the rebudget is significant (i.e. 25% or more of the total award), it must also be approved by the VP-RTT before the expense occurs.

For example, if there is a \$10,000 award and it becomes necessary to spend \$4,000 on supplies instead of the \$1,000 originally budgeted for that category, that category would be exceeded by \$3,000, which is more than 25% of the \$10,000 award. The PI would need to submit a Rebudgeting Request Form to the VP-RTT for approval **before** incurring expenses for these supplies.

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 the appropriate department (e.g. check requests to 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 award should be used to further the work funded by the award. Most award recipients will not have any program income; PIs would work with the OSP to develop a plan to manage the income if it becomes necessary.

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 in the PFRDG Outcomes Summary Report. This report is published and submitted to the President the following fiscal year.

In circumstances where a researcher fails to submit a final report without an approved extension, his/her project will be marked as delinquent and noted as such in the PFRDG Outcomes Summary Report. **The PI will not be eligible to submit to the next funding cycle if the required Final Report is not received.**

EXTERNAL FUNDING SUBMISSION REQUIREMENT: PIs are also required to develop an external submission within 15 months of completion of the PFRDG project, or request a waiver for the requirement. 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 OSP and Grant Writing Laboratory are available to support the PI(s) in the development of funding searches and/or proposal action plans in the final report.**

FINAL REPORT FORMAT: The Final Report Form can be found on the PFRDG website [<http://www.nova.edu/academic-affairs/faculty-research-grant/>].

CONTACT INFORMATION

Please feel free to contact the following individuals for information regarding the PFRDG process:

Dr. Gary Margules	Vice President for Research & Technology Transfer	margules@nova.edu (x27507)
Catherine M. Harlan	Director, Office of Sponsored Programs	charlan@nova.edu (x25366)
Nadia Mola	PFRDG Administrator, Office of Sponsored Programs	pfrdg@nova.edu (x25372)
Gerry McFarland	Budget (post-award)	gerry@nova.edu (x25250)
Roxana Ross	Manager, Grant Writing Laboratory	grantlab@nova.edu (x24658)