



Office of Sponsored Programs

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Services Provided

Welcome to PVAMU's OSP Pre-Award Services. Our goal is to assist Principal Investigators and their staff with the preparation of research proposals and to inform them of current policies and procedures regarding sponsored projects. Pre-Award provides assistance in budget and proposal preparation, coordinates the routing of proposals for internal signature, and copies, binds, mails or otherwise submits proposals to sponsors in a timely and efficient manner. Please [e-mail](#) us with any questions, suggestions or comments. Our Pre-Award telephone lines are answered from 8:00 a. m. to 5:00 p.m. Monday through Friday. If you wish to call, the numbers are: (936)261-1687 and (936)261-1689.

Pre-Award Contact Information

A complete listing of Proposal Administrators by department can be found [here](#).

If you are unable to reach your Proposal Administrator or are uncertain whom to call, please contact the Department Staff Assistant at (936)261-1682.

Begin a proposal

Prairie View Administrative Procedures requires that proposal processing be started in a minimum of 5 business days prior to the due date. This will allow time to process the budget and prepare the proposal for routing.

When you notify OSP of your intention to submit a proposal, you will be asked a series of standard questions pertinent to that proposal. These questions allow us to create a new proposal in the FAMIS system and start working on it while you continue to work on the scientific text. If you would like to begin a proposal via e-mail, click [here](#) for a PI Contact Information Sheet to begin the proposal process.

Send the Contact Information sheet to: PreAwardOSP@rf-mail.tamu.edu. The following information will be needed, whether you choose to start a proposal by e-mail or by telephone:

- Sponsor and program name
- Due date at agency
- Program guidelines, if applicable
- Names of Co-Principal Investigators
- Title of proposed project Preliminary budget information including start and end dates
- Routing (draft) text
- Protocol for special considerations (animal, humans, or rDNA)
- Whom to contact if you will be absent during the proposal preparation

A PVAMU OSP number will be assigned to your proposal for monitoring and follow-up. Pre-Award is

able to submit NSF proposals via FastLane, NSF's web-based proposal submission module. Please advise your [Proposal Administrator](#) if you intend to submit a proposal via FastLane.

Budget Preparation and Routing

Once preliminary budget information has been received, a Proposal Administrator will:

- Review the program guidelines
- Calculate the budget to conform to the sponsor's and PVAMU's requirements
- Contact the Principal Investigator for approval and/or feedback
- Prepare the required budget forms

After the budget has been approved and draft text is provided, a routing package will be circulated by OSP Staff to the Principal Investigator, Co-Principal Investigator (if applicable) Department Head (s), Dean(s), for approval. **A minimum of three days is needed for routing process.** Completed routing is required before any proposal can be submitted. If the minimum time is not allowed for proposal processing, the PI will be requested to assist with the routing and mailing process of the proposal.

Final Text Preparation & Mailing

The final text must be forwarded to the Proposal Administrator at least twenty-four (24) hours prior to the mail or submission deadline. Final text and other related forms can be accepted in hard copy or electronic version (e-mail attachment or computer diskette). When the final text is received, a Proposal Administrator will:

- Review the final text for compliance with the sponsor's guidelines
- Assemble the proposal into the specified format
- Submit the complete proposal to the Pre-Award Administrator for a final quality check
- Reproduce the proposal according to Sponsor requirements
- Check copy quality
- Submit proposal via appropriate carrier

Campus Copies

Copies of the submitted proposal are prepared and distributed to researchers within approximately one week after submission to the sponsor. Copies are maintained in the OSP Office. Other signatories will receive a copy of the budget and executive summary. If full copies of proposals are required by other signatories prior to a proposed project being funded, the expressed written permission of the researcher is required.

Special Considerations

Research involving the use of animals, humans, recombinant DNA, or infectious biohazards must be registered and approved by committees within Prairie View A&M University. The University has guidelines for these special considerations, which must be followed in order to comply with university and federal regulations.

The University Office of Regulatory Compliance maintains records on human subjects, animal subjects, and recombinant DNA. Call (936)261-1588 for additional information.

All PIs with human subjects on NIH projects must complete the NIH on-line certification for use of human subjects. The certification course can be found at <http://ohsr.od.nih.gov>

Executive Order 12372

Some funding request may be included in the Executive Order 12372 which requires review by the State before funding is released. Determination of requirement is based on the CFDA Code that the program falls under. If the funding requires State review, the PI should notify the Single Point of Contact (SPOC) of intent to submit proposal. At this time the SPOC can issue a State Agency Identifier (SAI). At the time the final proposal is submitted to the sponsoring agency, a copy will need to be forwarded to the SPOC for review. The SAI will need to be referenced on the application as well as all correspondence to the State. For more information regarding Executive Order 12372, click on the provided links for the Texas Review and Comment System (TRACS) <http://www.governor.state.tx.us/divisions/tracs/>

Or the attached Document from the Federal Register implementing [Executive Order 12372](#)

Frequently Asked Questions

1. Where can I find proposal forms?

We have proposal forms for many agencies on our web site at <http://pvosp.tamu.edu/forms/index.html>.

2. How do I arrange for a Facilities and Administrative Cost (indirect cost) reduction or waiver?

The Office of the Vice President for Research maintains the policy regarding such reductions or waivers.

Exceptions require a statement of explanation indicating the benefits to the University and the State of Texas that justify the different rate.

Exceptions might include:

- Project supports the academic mission of the department/college
- Support of graduate students
- Only source of funding in an area of significance

The approval process is as follows:

Exceptions require an Indirect Cost Waiver Request form to be completed and signed by the Principal Investigator and must be approved by:

- Department Head
- Dean
- Vice President for Research
- Vice President for Finance and Administration

3. What are the rates for fringe benefits and health insurance?

PVAMU Fringe Rate

- 8.35% of Salaries and Wages - Undergraduate Students
- 8.35% of Wages plus Insurance - Graduate Students at 50%time or greater
- 15.6% of Salaries plus Insurance - All Others

Plus, institutional medical insurance benefits on the following monthly premiums for Fiscal Year 2008-2009:

- Employee Only \$364/month
- Employee/Children \$473/month
- Employee/Spouse \$539/month
- Employee/Family \$627/month

4. **What are the rates for Facilities and Administrative Costs?**

Negotiated rate with DHHS (agreement dated 11/2007)

Predetermined Rate Valid 09/01/2006 through 08/31/2009

On-campus: 58% Salaries & Wages

Off-Campus: 15% Salaries & Wages

43.5% MTDC (Modified Total Direct Costs) for Research Instruction

26% - Public Service, Academic Support, Student Services, Scholarships and Fellowships

5. **What are the travel policies and per diem rates?**

Please see the web site section titled "[Travel](#)." It has comprehensive information regarding travel on sponsored projects.

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