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# Introduction to Caltech Research Administration

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## Overview

- Research at Caltech
- Research Administration at Caltech
- Policies Affecting the Administration of Research
- Proposals at Caltech
- Awards at Caltech
- Roles and Responsibilities
- Conclusion

## Research at Caltech

### Caltech's Mission

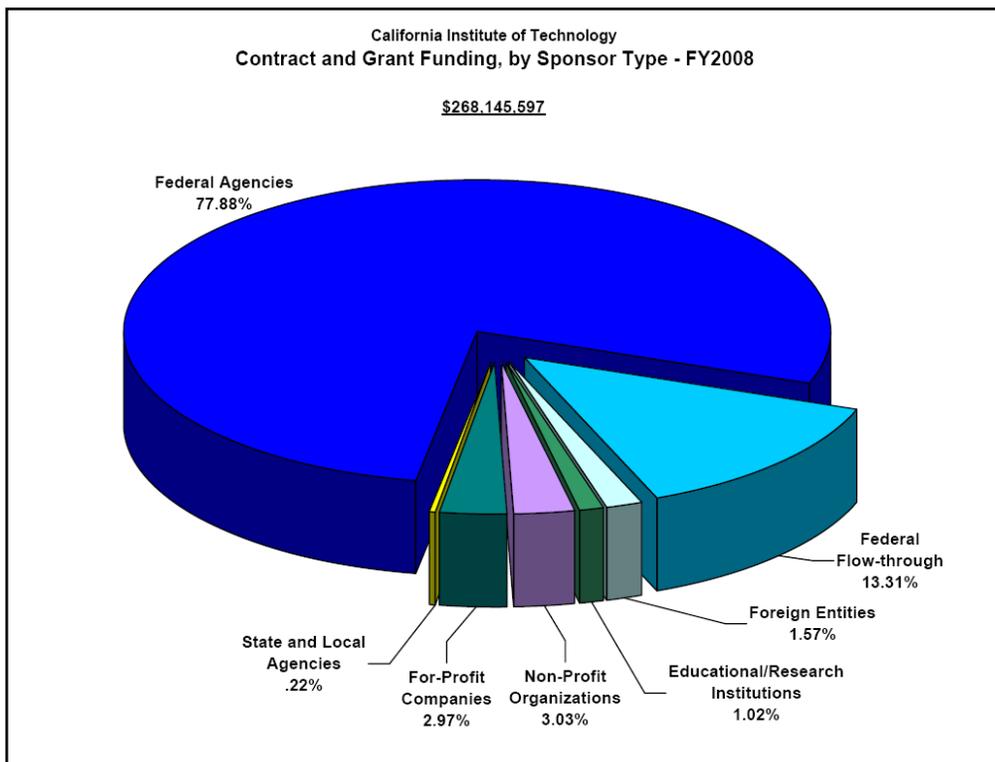
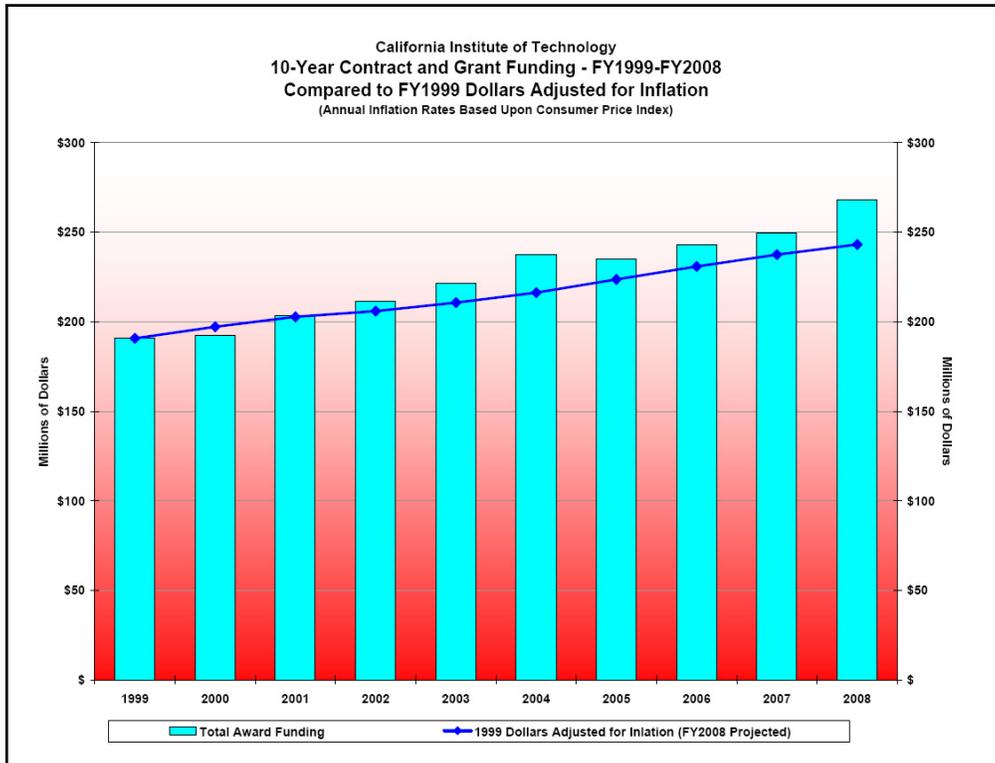
- To expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

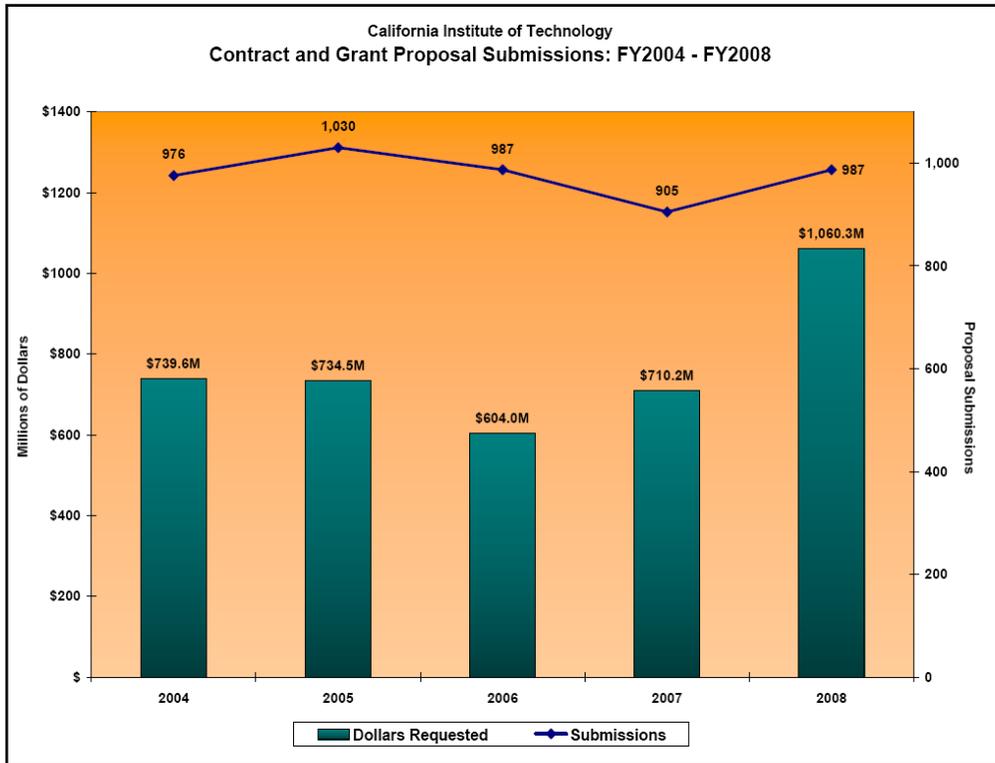
## Caltech Staffing

- Professorial Faculty: ~300
- Other Faculty: ~320
- Postdocs: ~600
- Graduate Students: ~1,220
- Undergraduates: ~910
- Staff: ~2,650
- JPL: ~5,200

## Caltech Budget

- Expenditures for FY2008:  
~\$578M
  - Instruction/academic support: ~\$235M
  - Research ~\$231M
  - Other ~\$112M
  
- JPL  
~\$1,772M





**California Institute of Technology**  
**Success Rate of Sponsored Research Proposals**  
(Including selected federal sponsors, and Institute overall)

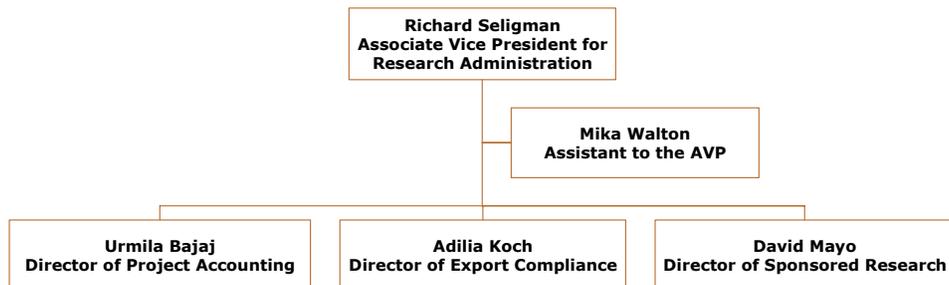
	2004	2005	2006	2007
<b>NSF</b>	32% <sup>24%</sup>	42% <sup>23%</sup>	37% <sup>25%</sup>	30% <sup>26%</sup>
<b>NIH</b>	35% <sup>26%</sup>	35% <sup>23%</sup>	26% <sup>19%</sup>	33% <sup>22%</sup>
<b>NASA</b>	54%	53%	46%	47%
<b>DOD</b>	46%	57%	60%	70%
<b>DOE</b>	53%	35%	36%	38%
<b>OVERALL</b>	43%	49%	44%	41%

Note: Success rates are determined by considering all unfunded, competing proposals older than 1 year as unsuccessful. Then funded, competing proposals are divided into total competing proposals for that year.

Super-scripted numbers for NSF and NIH represent those agencies' published proposal success rates for that year.

## Research Administration at Caltech

## Office of Research Administration



## Project Accounting

- Financial tracking/reporting, incl. cost sharing
- Cost transfers
- Accounts receivable (e.g., invoicing sponsors)
- Financial Closeout and Audit
- Payroll Distribution Confirmations
- Financial Compliance (e.g., allowable costs)
- Collaborate on:
  - Training
  - Development and implementation of campus policies affecting research administration

## Export Compliance

- Overall Institute compliance with federal import and export regulations
- Advise Institute on...
  - Award terms that restrict Caltech research
  - Import/Export activities that require special approvals
  - Equipment and technologies that may be restricted
  - Travel that may require special approvals
  - Vendors/Sponsors with whom we may not do business

## Office of Sponsored Research

- Proposal review and submission
- Award negotiation and execution
- Award account setup (PTA)
- Interpretation of award terms and federal policy
- Modifications to existing awards (e.g., NCE)
- Collaborate on:
  - Institute compliance
  - Training
  - Development and implementation of campus policies affecting research administration

## Other units that directly support Caltech's research administration enterprise...

- Office of Technology Transfer (OTT)
- Office of General Counsel (OGC)
- Procurement Services
- Property Services
- Audit Services and Institute Compliance (ASIC)
- Cost Studies
- Office of the Provost
- Environmental Health and Safety (EHS)
- Divisions!!!

## Policies Affecting Research

### Caltech Faculty Handbook, Chapter 7

- Sponsored Research
  - Eligibility to be a PI
  - Freedom to Publish
  - Ownership of IP
  - Use of Facilities
  - Grant/Contract versus Gift
  - Requirement for DAF
  - Internal Approvals
  - Use of Research Subjects
- Also...
  - Misconduct in Science
  - Classified Work
  - Conflict of Interest
  - Patents & Copyrights
  - Faculty Consulting

[http://provost.caltech.edu/faculty\\_handbook.html](http://provost.caltech.edu/faculty_handbook.html)

## Other Caltech policies that may impact the administration of research

- Cost Sharing on Sponsored Projects
- Cost Transfers to Federally Funded Awards
- Export Compliance Policy
- Fabrication Policy
- Payroll Distribution Confirmation Policy
- Subcontracts and Subrecipient Monitoring Policy
- Travel Policy

<http://www.researchadministration.caltech.edu/policies>

## Federal

- OMB Circulars (grants and cooperative agreements)
  - A-21 – Cost Principles for Educational Institutions
  - A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
  - A-133 – Audits of States, Local Governments, and Non-Profit Organizations
- Federal Acquisition Regulations (contracts)
- Individual Agency Regulations
- Specific Award Terms

## Circular A-21 “Cost Principles for Educational Institutions”

- Allowable/Unallowable
- Allocable/Reasonable
- Direct/Indirect
- Determination and application of indirect cost rates
- Definition of selected cost items
- Cost Accounting Standards (e.g., consistent treatment)
- Examples of Major Projects

[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.aspx](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.aspx)

## Circular A-110 “Uniform Administrative Requirements for Grants and Agreements...”

- Standards for
  - Proposal Development and Submission
  - Award Administration
  - Property Management
  - Procurement System
- Reporting (technical, financial; records retention)
- Termination
- Closeout

<http://www.whitehouse.gov/omb/circulars/a110/a110.aspx>

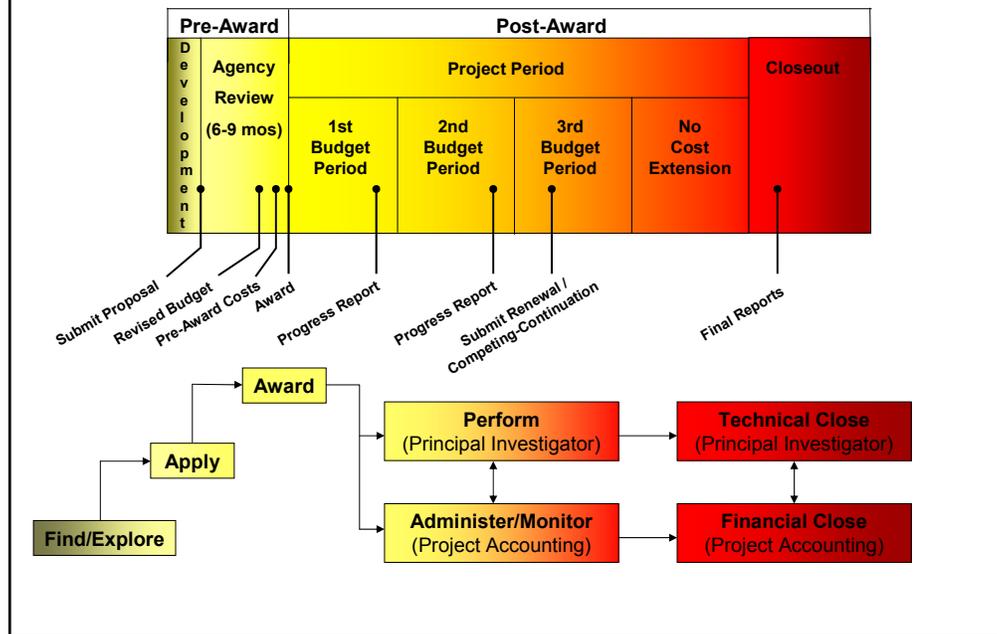
## Circular A-133 “Audits of States, Local Governments and Non-Profit Orgs.

- Auditor standards (how & what to audit)
- Auditee standards (what to track and to provide)
- Subrecipient monitoring standards

[http://www.whitehouse.gov/omb/circulars\\_a133\\_a133/](http://www.whitehouse.gov/omb/circulars_a133_a133/)

## Proposals at Caltech

## Lifecycle of a Proposal/Award



## Proposal Process

- PI prepares proposal, assisted by division staff
- OSR reviews proposal for:
  - Consistency with sponsor formatting requirements
  - Budget was prepared using correct rates and represents all of the anticipated project costs
  - Commitments are consistent with Caltech policies
- OSR submits proposal on behalf of Caltech
- Sponsor reviews proposal and, if successful...

## Proposal Process (cont.)

- OSR receives award from sponsor and reviews for consistency with Caltech policies; if necessary, OSR negotiates terms of award, coordinating with appropriate Institute personnel
- OSR executes award on behalf of Caltech
- Division submits PTA setup request
- OSR establishes PTA and distributes notice to campus that award is active in the financial system

## Policies that apply to the proposal process

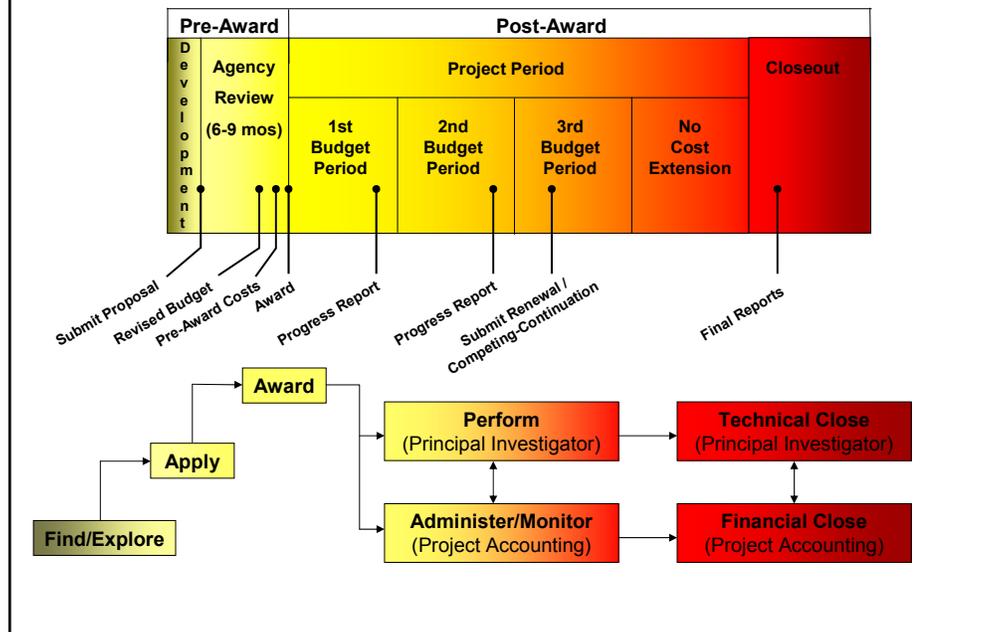
- Faculty Handbook, Chapter 7
- Cost Sharing on Sponsored Projects
- Fabrication Policy
- Export Compliance Policy
- Institutional Base Salary Policy
- Subcontracts and Subrecipient Monitoring Policy
- OMB Circular A-21
- OMB Circular A-110

## Most common award negotiation issues

- Restrictions on publication
- Restriction on inclusion of foreign nationals
- Ownership of intellectual property
- Payment terms
- Insurance and indemnification requirements

## Awards at Caltech

## Lifecycle of a Proposal/Award



## Acceptance of the award means...

- Caltech has a fiduciary obligation to manage the funds in a responsible manner; the sponsor often sets the minimum standards for what “responsible” means

## Policies that apply to the administration of awards

- Business Expense Guidelines
- Cost Sharing on Sponsored Projects
- Cost Transfers to Federally Funded Awards
- Fabrication Policy
- Export Compliance Policy
- Payroll Distribution Confirmation Policy
- Subcontracts and Subrecipient Monitoring Policy
- Travel Policy

## Policies that apply to the administration of awards (cont.)

- OMB Circular A-21
- OMB Circular A-110
- OMB Circular A-133
- Award terms and conditions
- Federal, state and local laws

## What must Caltech do to administer a federal award?

- Financial Oversight
  - Costs are allowable/allocable/reasonable and appropriately documented
  - Subawardee performance is acceptable
  - Cost transfers are timely
  - Program Income is tracked and reported
  - Cost sharing is tracked and reported
  - PIs' committed effort is tracked
  - Financial reporting is accurate and timely
  - Award closeout timely

## What must Caltech do to administer a federal award? (cont.)

- Programmatic Oversight
  - Proposed goals and objectives are adhered to
  - Technical reports are submitted in a timely manner
  - Program officer is made aware of key events in the progress of the research
  - Inventions resulting from the project are disclosed in a timely manner

## What can be charged to a federal award?

- Any cost that is allowable *and* allocable *and* reasonable.
  - Allowable – means that the cost is not specifically disallowed somewhere (the key is knowing all of the places one must look where it might be prohibited...)
  - Allocable – means that the cost benefits and furthers the goals and objectives of the award
  - Reasonable – means that, given a similar situation, a reasonable person would make the same decision to charge that cost

## Roles and Responsibilities

## The PI's responsibilities...

- Proposal Submission
  - Project is consistent with Caltech's mission
  - Personnel, space and other resources are secured
  - Commitments of cost sharing are secured
  - Internal approvals have been secured
- Award Management
  - Adhering to all terms and conditions of the award, as well as all other policies that may apply

## The Division

- Provides administrative support to assist the PI in the day-to-day fulfillment of his responsibilities.
- The Chair's signature on the DAF affirms that all of the PI's responsibilities will be fulfilled

## Research Administration

- Quality control and consistency across campus with regard to financial compliance
- Interacting with sponsor in financial matters
- Interfacing directly with auditors
- Providing assistance to Division personnel, and directly to PI

Conclusion