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


Millions of Dollars

Proposed Submissions

- Dollars Requested
- Submissions

California Institute of Technology

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

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF</td>
<td>32%</td>
<td>42%</td>
<td>37%</td>
<td>30%</td>
</tr>
<tr>
<td>NIH</td>
<td>35%</td>
<td>35%</td>
<td>26%</td>
<td>33%</td>
</tr>
<tr>
<td>NASA</td>
<td>54%</td>
<td>53%</td>
<td>46%</td>
<td>47%</td>
</tr>
<tr>
<td>DOD</td>
<td>46%</td>
<td>57%</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>DOE</td>
<td>53%</td>
<td>35%</td>
<td>36%</td>
<td>38%</td>
</tr>
<tr>
<td>OVERALL</td>
<td>43%</td>
<td>49%</td>
<td>44%</td>
<td>41%</td>
</tr>
</tbody>
</table>

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

Richard Seligman
Associate Vice President for Research Administration

Urmila Bajaj
Director of Project Accounting

Adilia Koch
Director of Export Compliance

David Mayo
Director of Sponsored Research

Mika Walton
Assistant to the AVP
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

- 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
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


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/

Proposals at Caltech
Lifecycle of a Proposal/Award

<table>
<thead>
<tr>
<th>Pre-Award</th>
<th>Post-Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Review (6-9 mos)</td>
<td>Project Period</td>
</tr>
<tr>
<td>1st Budget Period</td>
<td>2nd Budget Period</td>
</tr>
<tr>
<td>3rd Budget Period</td>
<td>No Cost Extension</td>
</tr>
</tbody>
</table>

Closeout

Apply

Find/Explore

Perform (Principal Investigator)

Financial Close (Project Accounting)

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

- 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