Brandeis Pre-award Policies

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Pre-award Group Services

The Pre-award team works closely with the Office of Research Administration to provide faculty, postdocs, and grad students with support for sponsored project proposal preparation. We are available to:

- Carefully read program announcements, answer questions about eligibility or proposal requirements and research funding agency policies.
- Provide information about changes to funding agency requirements
- Provide checklists of documents which will be required in a grant application
- Help develop budgets - what costs are allowable, reasonable, etc?
- Help craft budget justifications
- Discuss effort commitment, cost sharing and overlap (scientific, effort, funding) to work out solutions which comply with Brandeis policies and funding agency policies.
- Check individual grant proposal documents for compliance with instructions
- Support training grants and the accompanying tracking of trainees
- Proofread documents if we are given enough lead time
- Produce a Project Approval Form for PI and Department Head signatures

When your proposal is complete and has been reviewed by Pre-Award, we will then route your application to the Office for Research Administration for their examination and final submission. We need to deliver the applications to ORA to comply with ORA's **deadline policies**.

After a grant is submitted, we will help:

- Pull together Just In Time/Current & Pending Support information as requested.
- Work with you to examine effort commitment and help with the redistribution of effort if appropriate
- Answer your questions about NIH (and other federal agencies') Public Access Compliance regulations, and help you navigate the NIH Manuscript Submission process
- Consult regarding the set-up and management of your MyNCBI/My Bibliography account

It's best if you use our shared email (scipre-award@brandeis.edu) to notify us of upcoming grant activity. You will hear back from the pre-award team, and be assigned a team member to work with. Involving Pre-award early on is highly recommended - whether you are a faculty, graduate student or postdoctoral researcher applying for external funding.

Policies

**Policies regarding deadlines:**

1. **One (1) month** in advance of the internal Brandeis due date: notify the pre-award team what funding opportunity FOA you are applying to.
   - If there are sub-awards to outside institutions, or if your work is part of a sub-award to an outside institution, we will need to know **1.5 months** in advance to meet both institutions’ internal deadlines.
2. **Six (6) business days** before the funding agency’s deadline, Pre-award needs a draft of all administrative and budget components, so that we can check these materials and get them to ORA by their 5 business day internal deadline.
3. **Four (4) business days** before the funding agency's deadline, Pre-award needs a complete, final version of the entire proposal, so that we can examine thoroughly before routing to ORA to meet their 3 business day internal deadline.
4. If you will not be able to meet ORA’s internal due date, you must obtain Deadline Exception Request approval from the appropriate department chair or center/institute director and the Dean or the Provost. ORA will not review any proposal that does not meet the internal deadlines, without such a signed waiver.
5. If you are a graduate student or a postdoc, **earlier administrative deadlines may apply!** Especially for NIH NRSA fellowships, due to the high volume of applicants. Contact us for more information!
Policies regarding sub-awards:

1. If Brandeis is the prime institution, and there will be subawards to other institution(s) - there is a Subrecipient Commitment Form that will need to be filled out and signed by the Subrecipient's Authorized Official. The following materials will also be required:
   a. Statement of Work (describing the subrecipient's specific role within the project)
   b. Budget
   c. Narrative budget justification
   d. Biosketches of key personnel in agency-required format
   e. Other support (if required by agency)
   f. Facilities and Resources, in agency-required format (if required by agency)
   g. Rate agreement

2. If another institution is the prime institution, and Brandeis is receiving a subaward, pre-award will need to coordinate with the research administrators at the prime institution to determine what materials are required. ORA will then verify and sign required forms. It is likely that required materials will mirror what is listed above, and that you will need to complete your budget early on, and provide narrative budget justification, a statement of work, facilities information, etc.

Indirect and Fringe Benefit Rates

For indirect costs rates, and fringe benefit rates, the cognizant federal agency for Brandeis is the Department of Health and Human Services (DHHS) Darryl W. Mayes, Deputy Director Cost Allocation Services, is our contact there: 212-264-2069.

The agreement date with DHHS is 6/15/2016.

Indirect Cost Rates

<table>
<thead>
<tr>
<th>Indirect Cost rate for Period:</th>
<th>On-Campus Research Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015 - 6/30/2020</td>
<td>62.5%</td>
</tr>
<tr>
<td>Provisional Rate from 7/1/2020 until amended</td>
<td>62.5%</td>
</tr>
</tbody>
</table>

Fringe Benefit Rates

<table>
<thead>
<tr>
<th>Fringe Benefit rate for Period:</th>
<th>Staff</th>
<th>Faculty</th>
<th>Postdocs</th>
<th>Part-time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2016 - 6/30/2017 (FY17):</td>
<td>30.8%</td>
<td>32.3%</td>
<td>22.8%</td>
<td>7.7%</td>
</tr>
<tr>
<td>Provisional rates from 07/01/2017, until amended:</td>
<td>30.3%</td>
<td>31.0%</td>
<td>22.1%</td>
<td>7.7%</td>
</tr>
</tbody>
</table>