



TEXAS SOUTHERN UNIVERSITY

3100 CLEBURNE AVENUE • HOUSTON, TEXAS 77004
(713) 313-7011

DIVISION OF RESEARCH AND INNOVATION
PRE-AWARD SERVICES
HANNAH HALL, ROOM 310
OFFICE: (713) 313-7457; FAX: (713) 313-7598

Proposal Submission Facts

What office on Texas Southern University campus is responsible for reviewing research applications (Proposals and RFP's) that investigators submit to government and private funding agencies?

The Division of Research and Innovation – Pre-Award Services is charged with the responsibility for reviewing all research applications that investigators submit to government and private funding agencies. We review solicitations and funding announcements to ensure that proposals comply with the guidelines of the Sponsor and Texas Southern University. This office, in cooperation with Research Financial Services also reviews proposal budget to ensure that direct, indirect and fringe benefit costs are calculated correctly. In addition to routing proposals for institutional approvals, we also provide non-expert review of your draft proposal and serve as a resource for questions regarding all aspects of your proposal submission.

When do I contact the Office of Research If I'm interested in submitting proposals to an external agency for extramural funding?

Once a funding opportunity is identified and a TSU investigator is interested in writing a proposal in response to a specific solicitation, the researcher should contact the Division of Research and Innovation – Pre-Award Services by submitting:

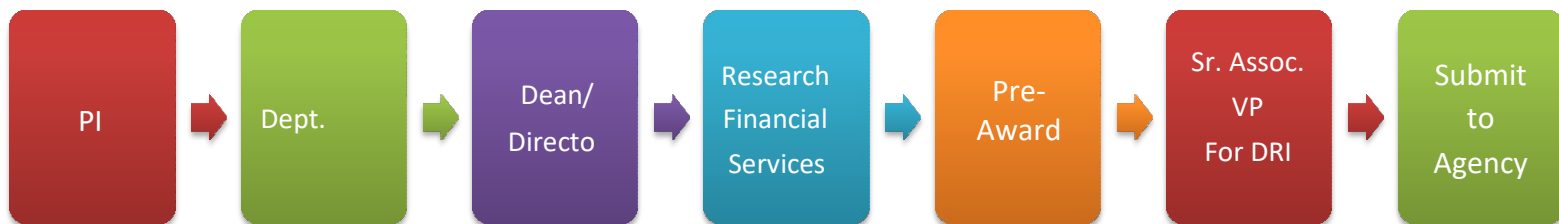
1. A 'Notice of Intent to Submit Proposal' form.
2. Funding opportunity announcement including all program guidelines.

For proposal submission related forms, please contact Ms. Adana Brown, Project Coordinator II for Division of Research and Innovation – Pre-Award Services at 713-313-7457 or Adana.Brown@tsu.edu

When are proposals due in the Division of Research and Innovation – Pre-Award Services?

Proposals are due in the Division of Research and Innovation – Pre-Award Services five business days (excluding weekends and holidays) in advance of the sponsor's deadline. This includes all required sponsor application forms, budget/budget justification and the completed proposal transmittal form signed by all relevant signatories. This internal deadline is set so that it gives Pre-Award staff adequate time to review the proposal and make recommendations. It allows time to attain executive signatures as the signatories are not always on campus at the time of the funder's deadline.

Proposal Signature Flowchart



- The transmittal form originates in the school or center of the PI, after the Notice of Intent has been completed.
- There are *three* signatures needed – from the PI, the Department Chair, and the Dean or Director.
- The proposal should then be sent to Research Financial Services, (Diane.Lewis@tsu.edu); at this stage the budget will be reviewed for accuracy and upon review completion, the Director of Research Financial Services will sign the transmittal form.
- The transmittal form must then be signed by Pre-Award Services, who will forward the form, transmittal letter and other documents (if needed) to the Senior Associate Vice President of the Division of Research and Innovation for Final Signature.
- The document will be retrieved upon signatory completion by the Research Funding and Pre- Award Services department.
- The proposal application is then submitted to the agency electronically or by e-mail by PI or Pre-Award.

Information and Documents for the Proposal Process:

You may go to the TSU website or contact Ms. Brown to obtain the following forms:

- Intuitional Fact Sheet
- Transmittal Form
- Indirect Cost Agreement

My project involves human, animal subject, how do I proceed?

TSU uses an online submission system called TOPAZ by which investigators create and submit their research protocols; then the IRB and IACUC review and approve them. In order for investigators to obtain access to TOPAZ, they must first complete the TOPAZ training, which may be conveniently done with our online videos and assessments. Once all assessments are completed, the account will be created, and users notified. Users may visit the Office of Research's website at www.tsu.edu/research, then click on the TOPAZ button; on that page are the videos. Also, all persons listed on a protocol are required to complete the regulatory CITI training, and requests for the CITI account can be made by clicking on the CITI button from the home page of the Office of Research's website. For additional information, persons may contact Ms. Rhonni E. Dixon, Project Coordinator I at 713-313-4301 or officeofresearch@tsu.edu.

What is indirect cost (Facilities and administrative) and why is it an important component of my proposed budget?

Facilities & Administrative (F&A) rates (also known as indirect cost rates) are established in accordance with the federal government's office of management and budget (OMB) circular A-21 cost principle for higher education. These rates are negotiated between Texas Southern University and the Department of Health and Human Services, the cognizant federal agency overseeing the administration of sponsored project at TSU. Indirect cost rates are applicable to all externally-sponsored projects (grants, contracts, cooperative agreements, sub grants and subcontracts) funded by federal, state or private sponsors. The application of indirect cost rate allows TSU to recover certain costs associated with externally-funded training and research activities.

When developing my proposed budget, how much do I compute for Indirect Cost and Fringe Benefits?

All proposals to sponsors must include budget requests for indirect cost and fringe benefit rates using the current rates negotiated by TSU and DHHS. Some private agencies may allow rates that are lower than the government rate, in which case, they will be reviewed on a case-by-case basis. The current rates for TSU are:

1. **52.30% of Modified Total Direct Cost (On-Campus Indirect Cost Rate)**
2. **18.30% of Modified Total Direct Cost (Off-Campus Indirect Cost Rate)**
3. **26.5% (Fringe Benefit Rate Applicable to Salaries and Wages)**

What is Modified Total Direct Cost?

Modified Total Direct Cost or MTDC is one of few cost source that can be used to compute indirect cost (F&A). MTDC exclude some costs from base calculation. (E.g. equipment, capital expenditures, tuition remission, rental costs of off-site facilities, scholarships / fellowships and portion of each subcontract in excess of \$25,000).

What is the difference between off-campus and on-campus indirect cost rates?

A project, or part of a project is considered to be performed off-campus if the activity is conducted at a location other than Texas Southern University's academic lands and the majority indirect costs (e.g. operation & maintenance, depreciation, equipment & improvements) is not applicable.

A project or part of a project is considered to be performed on-campus if the activity is conducted at Texas Southern University's academic lands and the majority indirect costs (e.g. operation & maintenance, depreciation, equipment & improvements) is applicable.

If funded, my proposal will involve collaborative work with non-TSU affiliated individuals and institutions. What mechanism can I use to pay these third parties for work performs on my project?

If funded, your approved budget will stipulate how funds are to be expended from your project. If your project includes a sub-contractor or an independent contractor as part of your budget-line-item, the Division of Research and Innovation – Pre-Award Services will issue a standard TSU sub-contract agreement or an independent contractor’s agreement to third parties. These documents will become the mechanism by which third parties can invoice and be paid from your awarded proposal.

Who handles my grant after it is awarded?

If your proposal is funded, the Office of Research – Research Financial Services will administer the project and assist you with expenditures, reporting, close out, and all other post-award requirements of the award document. The Office of Research – Research Financial Services is in Room 315, Hannah Hall, telephone number: 713-313-7876.