

CLIENT: (Client Name Here)

Effective Date:

Service Description:
Develop Proposal - This includes the identification of funding opportunities through proposal development, submission to GCA and support in the coordination of training grants.
Respond to Pre Award Notification Requests - This includes response to sponsor for follow up information and compliance follow up activities.

Current Total Volumes	What is being measured?	Current Period	YTD	Year over Year
	Total number of proposals submitted			

FRMS Commitment	<p>Responsibilities:</p> <p>4.1 Develop Proposal</p> <p><i>Identify funding opportunities</i></p> <ul style="list-style-type: none"> Update proposal tracking database with new proposals <p><i>Determine Proposal Eligibility</i></p> <ul style="list-style-type: none"> Review grant solicitation and guidelines Review institutional policy requirements for grant award Contact GCA to determine limited submission guidelines Contact faculty / PI to provide unique restrictions and verify eligibility qualifications Determine if PI Status Form is required; Prepare PI Status Form and send to Client for signature Notify faculty/PI if they are not eligible for grant (if needed) <p><i>Build Final Budget, Narrative and Major Non-Financia. Components</i></p> <ul style="list-style-type: none"> Review and document grant budget parameters, needs, and/or limitations Update Current and Pending Support table for training grant applications with PI information available to FRMS Create proposal checklist Create initial draft of budget Identify Typical F&A costs for PI Justification Send PI Initial Budget, Identified F&A costs, and proposal checklist for review Determine potential cost sharing, prepare Cost Sharing form and send to Client for signatures Determine if sponsor maximum IDC reimbursement rate is outside of Yale policy Determine if there will be program income Coordinate with PI to gather Subaward information, including GCA Subrecipient Information and Compliance form Prepare final detailed budget and send to PI for approval When non-PD submission, send TranSum, final budget, and project summary (if available) to department <p><i>Collate, Review, and Submit Completed Proposal to GCA</i></p> <ul style="list-style-type: none"> Complete associated sponsor forms, if required Complete proposal in Proposal Development (PD) Proposal is routed to department as Information Only, to PI's and Co-PI's to approve, and to GCA to submit If non-System-to-System electronic proposal, send all final proposal materials to sponsor per FOA If non-System-to-System electronic proposal, send all final proposal materials as information only to department If non-System-to-System paper proposal, send all final proposal materials to department for submission to sponsor <p>4.3 Respond to Pre Award Notification Requests</p> <p><i>Perform Just in Time Set Up Activities</i></p> <ul style="list-style-type: none"> Prepare and upload documentation into NIH portal <p><i>Respond to Budget Update Requests</i></p> <ul style="list-style-type: none"> Prepare budget revisions and supporting documentation Submit revised budget to PI through PD or if non-PD submission send revised budget to PI for review <p><i>Respond to Informational Requests</i></p> <ul style="list-style-type: none"> Prepare responses to requests from sponsors, engaging Client when necessary, and submitting through GCA <p><i>Follow up with Compliance Activities</i></p> <ul style="list-style-type: none"> Notify GCA of confirmed unfunded submissions when identified and communicated by department <p><i>Perform Progress Report Submission</i></p> <ul style="list-style-type: none"> Assist Faculty in submission of NIH RPPR Review RPPR in Research.gov Submit RPPR through PD, route to department as Information Only and to PI to approve and GCA to submit. <p><i>Process Incoming Grant Transfers</i></p> <ul style="list-style-type: none"> Develop proposal, budget and supporting documentation for submission through PD or paper application if non-PD Contact prior institution for Proposal and Relinquishment information Submit proposal to PI through PD or if non-PD submission send proposal materials to PI for review Route proposal materials to GCA for review and approval and/or submission to sponsor, as applicable If non-System-to-System electronic proposal, send all final proposal materials to sponsor If non-System-to-System paper proposal, send all final proposal materials to department for submission to sponsor <p><i>Process Outgoing Grant Transfers</i></p> <ul style="list-style-type: none"> Assist in completing necessary sponsor specific relinquishment forms 			
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Service Level Measure	Current Period	YTD	Target
# of Proposals Submitted			N/A
% of Proposals Submitted on time to GCA			100%
Client Satisfaction - Pre Award Support			85%

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Client Commitment	Responsibilities:			
	4.1 Develop Proposal			
	<i>Identify Funding Opportunities</i>	Filter ORA funding opportunity list and send appropriate grant opportunity list to Faculty / PIs Ensure Faculty/PIs adhere to Deputy Provost submission guidelines Prepare and Submit Training Grants through G&C. FRMS to assist with Current and Pending Support table		
	<i>Determine Proposal Eligibility</i>	Obtain appropriate signatures and provide justification as necessary for PI Status and Cost Sharing Forms; Return to FRMS		
	<i>Build Final Budget, Narrative, and Major Non-Financial Components</i>	Complete all other Training Grant tables with trainee information within sponsor forms Faculty provides requested budget information, including budget justification, and approves final budget Department responsible for updating CV/biosketches and proposal specific required documentation Complete department portion of Transum, if applicable, gathering all required signatures Faculty completes compliance requirements and signs documents; Department supports faculty with compliance Delegate authority to FRMS to approve proposals in PD. Department will receive notification as "Information Only" for all submitted proposals. If proposal is a non-System-to-System paper submission, copy, collate, and send all the final proposal materials to sponsor via receipt mechanism required by Funding Opportunity Announcement		
	4.3 Respond to Pre Award Notification Requests			
	<i>Perform Just In Time Set Up Activities</i>	Assist in preparation and review of NIH requested documentation		
	<i>Respond to Budget Update Requests</i>	PI reviews budget revisions and supporting documentation and approves through PD		
	<i>Respond to Informational Requests</i>	Assist in preparation of responses to requests from sponsors		
	<i>Follow Up with Compliance Activities</i>	Review compliance (including COI, IRB and IACUC) requirements and communicate requirements to faculty Faculty completes required protocols and training, submitting documentation to associated compliance uni Upon receipt of IRES 60 Day Compliance Notice, communicate to FRMS any known unfunded submissions		
<i>Follow Up with At Risk Set Up Activities</i>	Validate funds are available and anticipated expenses are allowable, then obtain signatures on the ARR form Send completed ARR to FRMS Post Award			
<i>Perform Progress Report Submission</i>	Assist Faculty in preparation of RPPR in Research.gov, and inform FRMS when ready for submission Faculty approves RPPR in PD			
<i>Process Incoming Grant Transfers</i>	Inform FRMS of intent to transfer to Yale and provide contact information for prior institution Provide prior institution with FRMS Pre-Award contact information PI reviews budget, proposal materials and supporting documentation and approves through PD or via email if non-PD submission If proposal is a non-System-to-System paper submission, copy, collate, and send all the final proposal materials to Sponsor			
<i>Process Outgoing Grant Transfers</i>	Inform FRMS of intent to transfer from Yale Provide transfer documentation to FRMS			
Service Level Measure		Current Period	YTD	Target
% of Proposals Submitted on time to FRMS per Provost Guidelines				100%
% Completion of FRMS Customer Service Survey				85%

Lead Administrator: _____
 Client: **(Client Name Here)**

_____ Date

Joanne Bentley, Director
 Faculty Research Management Services

_____ Date