



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM



Center for Global Health and Social Responsibility

International Researcher Series Best Practices in Proposal Development

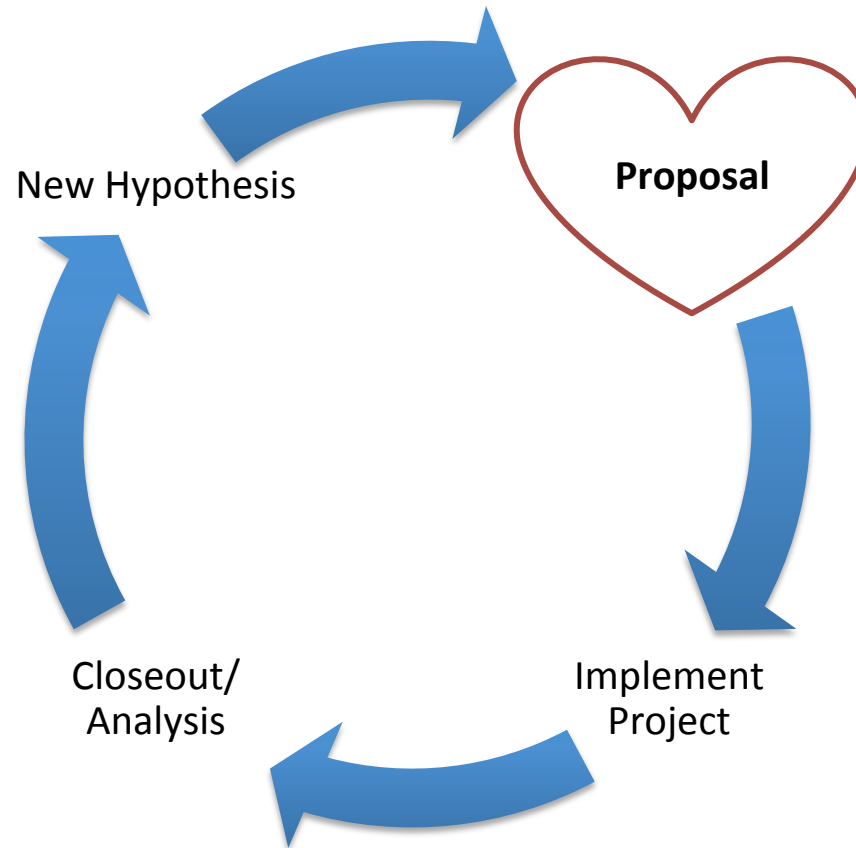
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Project Lifecycle





Flow of Grant Funding and Key Terms



Subaward (Subcontract, subgrant, or subagreement): A binding legal agreement where by a defined portion of the University work statement's intellectually significant activity is assigned to another entity (the subrecipient) to fulfill.

Contract for Professional Services (CPS): Customized services consisting of specialized intellectual or creative expertise based on personal skills or ideas of an individual(s) that are provided for a fee, which may be determined individually with each customer for each service contract.

Source: Sponsored Projects Administration, UMN, Managing Subawards Training



Case Study

Best practices for assembling an international research team:

- 1) Clarify the role of the international key personnel early. Will they serve as co-investigator? This is also a good time to talk about intellectual property, roles, and responsibilities.
- 2) Ask collaborators/co-investigators how they intend to pay field staff. It is a best practice to identify a local entity (NGO, academic institution, government facility) who can manage the financial aspects of the project in country.
- 3) Inquire about the local entity's experience managing international research grants, and the administrative and scientific capacity.



Back to the case study...

Budgeting and project planning best practices at proposal stage:

Communicate with labs in the country where you'll be working to get accurate costs for testing, supplies, and lab services such as storage.

Develop the budget for field work with the subcontracting entity you've identified.

Build the budget as a subaward and whenever possible, include indirect costs for the local entity servicing the sub.

Include fees for local IRB review, local approval from the drug authority, and if needed, for the procurement of local medical licenses.

Ask the local entity about the feasibility of implementing the project in a cost-reimbursable subaward or contract.



Definitions

- **Cost Reimbursement:** A type of agreement whereby payments are based on actual allowable costs incurred in performance of the work.
- **Fixed Price:** PI agrees to accomplish project objectives within a specific time frame for a set dollar amount. If the deliverables are not completed within the award period, the contract must be extended. The award amount also remains constant, even if actual costs for the project are above or below it. Any over expenditures are the responsibility of the department, and unspent funds do not revert to the sponsor.



Case Study

Post-Award Implementation:

Make sure that all travel is in accordance with UMN travel policies and guidelines, as well as federal spending requirements such as the Fly America Act.

Familiarize yourself with regulatory timelines and expectations in the country you'll be working in – they can be very different and may require you or a colleague to be present when your study is reviewed.

Before traveling to the research site, be prepared to answer questions about the timeline for the subaward or contract.

Revisit the submitted budget and make sure it's still accurate – there are limitations to re-budgeting funds after they are awarded.



UMN RESOURCES

Sponsored Projects Administration – ospa.umn.edu

International Research Website -

<http://www.ospa.umn.edu/documents/InternationalResearch.html>

Global Programs and Strategies Alliance – global.umn.edu

Global Operations – global.umn.edu/operations

State Department – www.travel.state.gov

CDC Travel Guidance – www.cdc.gov/travel/destinations/list

Office of the Vice President for Research (OVPR) - research.umn.edu

Institutional Review Board (IRB) - research.umn.edu/irb

Institutional Animal Care and Use Committee (IACUC) - research.umn.edu/iacuc

Your Department – accounting, grants, colleagues, mentors



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Questions?

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