Proposal Frequently Asked Questions

General:

What information and services can I find on the [CEOAS Proposal Information](#) web page?
- ✓ Cover page details/information
- ✓ Generic Excel budget templates and examples
- ✓ Online request form for salary and fringe rates from CEOAS Accounting
- ✓ Checklists and examples of common forms required by NSF and NOAA
- ✓ Step-by-step instructions on how to enter proposals in Cayuse SP

Proposal/Cayuse Process:

Is there someone who can fill out the Cayuse proposal submission forms for me?
Many of the fields within Cayuse require the PI to answer, BUT we can help with first time submissions into Cayuse. We have created step-by-step Cayuse instructions, and are also willing to complete the budget tab in Cayuse upon request. This service is first come, first served and requires additional turnaround time (48 hour notice). In addition, we have provided budget templates to use that include budget recommendations.

Do pre-proposals need to be routed through Cayuse?
No - pre-proposals don't need to run through Cayuse. The CEOAS proposal team can still review your budget and justification if you'd like.

What is the recommended browser when using Cayuse?
Firefox is the recommend browser, however Internet Explorer also works. Cayuse does not work well with Chrome or Safari.

What does 'Activity Code' refer to on the Cayuse General Information page?
This refers to the type of project activity for which funding is being requested. This selection enables institutional research reporting and is the basis for determining the appropriate F&A or Indirect Cost Rate.

- (Most Common) Basic Research – Systematic study directed toward fuller knowledge of understanding of the subject. Basic research is specifically organized to produce identified outcomes.
- Applied Research – Utilizes basic research outcomes or theories in practice: i.e., toward the production of new materials, devices or systems.
- Other Sponsored Activity – Support of student services, educational resources, cooperative extension and outreach programs, community service partnerships, public service programs, etc.
- Research Training – Activities where the primary objective is for development or extension of an individual's research skills, techniques, and knowledge toward a career in research; fellowship or training projects where the students usually are not employees; there is usually

an educational requirement as part of the fellowship or traineeship, including mentorship of postdocs.

- Development – The systematic study of designing, developing, and evaluating instructional programs, processes, and prototypes or products that must meet certain criteria and consistency; especially important in the field of instructional technology.

When do I have to pair my Cayuse SP record with Cayuse 424?
Cayuse 424 is required whenever the Grants.gov forms are required by the sponsor. It is currently optional for proposals with NSF and NASA. Cayuse 424 cannot be used for Collaborative Research proposals to NSF.

How do I pair a Cayuse SP record with Cayuse 424?
A Cayuse 424 record can be paired 2 ways:
1) When starting a Cayuse SP record, the submission method should say "Cayuse 424." Radio buttons will appear at the bottom of the page. If you select, "Create a Paired Proposal," Cayuse 424 will open and you can complete that section.

2) Complete a Cayuse 424 record first. When you start the Cayuse SP record, select "Cayuse 424" as the submission method. Then select the radio button that says "Pair with a 424 Proposal."

Who can be listed as a PI on a proposal?
In CEOAS, the following positions can be listed as Lead PI on proposals: Professor, Assistant Professor, Associate Professor and Emeritus (w/1039 appointment).

Please check with the CEOAS proposal team for all other appointment types. Some may be approved on a case-by-case basis.

How do I enter multiple year budgets on the budget tab in Cayuse SP??
Only the first year and cumulative total need to be entered on the budget tab. Budgets for year 2 and forward don't need to be entered on this screen.

Are there any subject matter experts that are available to help to review my proposal?
Yes – several emeritus reviewers with different areas of expertise have kindly made themselves available. See: http://ceoas.oregonstate.edu/facultystaff/proposal/

Budgeting:

How do I find out the salary and OPE rate for people working on my project?
You can complete the "Request Salary and OPE (Fringe) Rates for Proposals," under "Budget Information" on the CEOAS proposal website for a quick response. By providing us the project period, we will provide you the salary and OPE rates for each project year. Please let us know under additional comments if actual OPE rates are needed.

What is the difference between estimated and actual OPE rates?
OPE rates include: Medical/Dental Insurance (PEBB), Pension, Social Security, Medicare, Unemployment, and SAIF. Actual OPE rates vary by employee depending on several factors. We provide estimated OPE rates to simplify the budgeting process. The estimated rates are based on information provided by the Office of Budget and Fiscal Planning. Either actual or estimated rates can be used in your budget. If actual OPE rates are used, the actual rates have to be used for all employees, not just one or two. Keep in mind actual OPE rates are the current OPE rates and can still fluctuate monthly.

How do I include budget for a computer/software?
You should consider including a computer and related software in any proposal where you think a new computer will be needed during the project period. Computers can be included under supplies or as their own line item in your budget. The budget justification should specifically mention these items, along with their project-related purpose (e.g., data analysis, imaging, modeling, etc.).

If the computer purchase will be over $5K before peripherals such as keyboard, monitor, external hard drive, etc., it should be included under equipment.

How do I calculate the Research Computing Service (RCS) rates?
RCS rates are available on the CEOAS website. While each PI receives varying levels of college salary support, each PI must raise 100% of their RCS support over the year. Using the formula below should generally ensure that you have enough RCS budget to cover your charges when you have multiple, overlapping awards. **Keep in mind if you have only one or two active awards, you need to cover the cost for the full year.**

$$\text{Rate / FTE * Months = Total RCS budget / year}$$

Rate = Your annual RCS rate according to your PI level
FTE = The number of months of salary you're required to raise per year
Months = Months of salary support you've proposed per year

Example: Here is the calculation for a PI who receives 35% college salary support, is at the PI+1 RCS rate, and has requested two months of salary support per year in a one-year proposal:

$$\$6000 / (12*.65) * 2 \approx \$1,538 \text{ / year}$$

What is participant support? What expenses qualify?
Participant support costs are those made to (or on behalf of) an individual who is engaged in training and/or research in a specific field or program. Participant support costs do not incur indirect costs.

Participant support expenses include stipend payments, participant travel, and meals provided to participants during a workshop. A few expenses that DO NOT classify as participant support costs include workshop room rental, equipment rental, and displays for workshops.

Please remember OSU employees cannot be paid as participants. Travel for OSU employees should be budgeted as normal travel and not included under participant support. Please contact the CEOAS proposal team if you are unsure if an expense would qualify as participant support.

My proposal will include participation in a research cruise. What sort of budget considerations do I need to make?
Remember to include Sea Pay as part of salaries. In addition, you will need to consider adding Over the Side Insurance http://risk.oregonstate.edu/insurance/over-the-side. Insurance must be requested prior to the cruise.

Can I provide cost share on my proposal?
Cost sharing should be limited to only those situations where it is mandated by a sponsor. Some sponsors (such as NSF) prohibit cost sharing. Cost sharing must be pre-approved before included in a proposal. Please contact the CEOAS proposal team for cost share prior approval.

My proposal has been recommended for funding, but the sponsor has asked for a budget reduction. What do I need to do?
You can send reduced budgets and justifications to the CEOAS proposal team for review. After their review, it will be sent to the Office for Sponsored Research and Award Administration for approval. Once they are approved, the Office for Sponsored Research and Award Administration will upload the revised documents into Cayuse. You do not need to re-route your proposal through Cayuse. Depending on the sponsor's instructions, you or the Office for Sponsored Research and Award Administration will send the revised documents to the sponsor.

<u>**Subawards and Procurements:**</u>

What's the difference between procurement and a subaward?
The accounting and set up of a procurement and subaward differ, making it important to understand which one is necessary for your project.

A procurement process generally is used when OSU **buys** goods or services for the benefit of the project.

The subaward process is used when OSU **passes-through** a portion of the sponsored award to another entity for the purpose of programmatic effort on the project. All the terms and conditions that are part of the primary award must be included in the subaward document.

I want to include a subaward as part of my proposal. How do I make this happen?
You will need the following documents from the potential subawardee:
- Subaward Budget
- Subaward Budget Justification
- Subaward Project Narrative
- Signed letter from an Authorized University Representative of the subawardee
- Copy of the subawardee's F&A rate agreement, if available

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The subaward should be listed as a line item on the OSU budget and mentioned in the justification. Keep in mind that each subaward incurs indirect costs on only the first $25,000 over the course of the project period.

I want to be listed as a subawardee as part of another institution's proposal. How do I make this happen?
Find out from the lead institution what they require from OSU to be listed as a subawardee on their proposal; it will likely be similar to what OSU requires (see above). You will route your proposal to the lead institution through Cayuse as you would with any other proposal. Once the Office for Sponsored Research and Award Administration has reviewed and approved the proposal, an Authorized University Representative will sign the required documentation. You can then submit your materials to the lead institution.

Have additional Frequently Asked Questions? Check out the Office for Sponsored Research and Award Administration's website for more or email proposals@coas.oregonstate.edu!
http://research.oregonstate.edu/osraa/osraa-frequently-asked-questions