

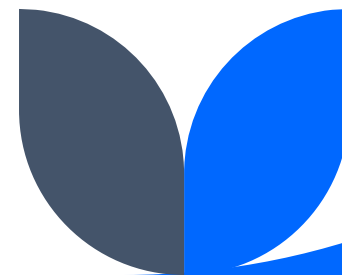


Get to Know UMKC Office of Research Services



Pre-Award Services Offered through ORS

1. Use the funding databases to find a funding opportunity.
 - Review and recommend best practices for proposal submission.
 - [Pivot database of Funding Opportunities](#)
2. Develop your proposal and budget according to sponsor and UMKC guidelines.
3. Assist with the completion of sponsor application forms according to the guidelines specified.
4. PeopleSoft Page Requests.
5. Obtain all applicable investigator, department, and division signatures on the PeopleSoft Page.
6. Assist with proposal submission through sponsor portals.
 - Liaison between department and UMKC General Counsel
7. Assist with the Awarding Process – investigator forms/contract completion/etc.



How can I interact with ORS for a successful submission?

- Let us know of your proposal as soon as possible – this reassures that we will have enough time to review the RFP for requirements.

- ORS Policy:

| Sponsored Programs Due Date (<i>in Advance of Sponsor Deadline</i>) | As soon as known or 10 Business Days | 5 Business Days | 3 Business Days |
|---|--|--|---|
| Required Proposal Components | <ul style="list-style-type: none"> • Verbal or written communication of intent to submit a proposal • Funding Opportunity Announcement (FOA) link/document | <ul style="list-style-type: none"> • Fully approved PeopleSoft pages • Completed internal UMKC documents (e.g., investigator form, FCOI annual disclosure, CITI training, Request for Reduction or Waiver of Indirect Costs (as applicable), etc.) • Budget and budget justification • Subcontractor documentation (as applicable) | <ul style="list-style-type: none"> • Final proposal, ready to submit |

Purpose Determination

| | | Characteristics | Examples |
|-------------|---------|---|---|
| Research | Types | <ul style="list-style-type: none"> Basic - to acquire new knowledge without a particular application in mind Applied - to gain knowledge to meet a specific, recognized need Development - using knowledge gained from research toward the production of useful materials, systems, or methods, including prototypes or processes | <ul style="list-style-type: none"> Scientific laboratory or field research Searching for applications of new research Statistical studies or analysis Literary interpretations or criticisms Health-related studies Research on teaching effectiveness |
| | General | <ul style="list-style-type: none"> Systematic investigation Contributions to generalized knowledge Supporting, refining, or refuting other research Production of research outcomes Intent to publish or disseminate results Aim to discover new facts Data collection, evaluation, analysis or reporting Evaluating effectiveness of program/intervention using an evidence-based approach Tracking subjects or participants over time and providing analysis Training - teaching individuals in research techniques in the same facilities as R&D | <ul style="list-style-type: none"> Creation of academic or professional publications Testing and evaluation Scholarship or writing of books when the purpose is to publish research results Research training grants Maintain facilities, equipment, operation of a facility to be used for research Conferences that present research findings or provide research training or experience to attendees |
| Instruction | | <ul style="list-style-type: none"> The teaching and training activities of an institution, except research training Can be activities that offer credits toward a degree Instruction, demonstration, or efforts to improve teaching methods Evaluation of curriculum or teaching methods | <ul style="list-style-type: none"> Teaching Course and curriculum development Academic advising and development Instructional or training workshops for non-University students Support for writing textbooks, videos, or software to be used as instructional materials Community service projects where academic credit is earned |
| Other | | <ul style="list-style-type: none"> Delivery of professional (non-instruction) services to individuals and groups external to the institution Not seeking publication of results or presentation of results at an academic meeting Support for teachers or students in elementary and high school for outreach purposes Support for library collections or art museums Support for activities where there is no training, data collection, or evaluation of any kind | <ul style="list-style-type: none"> Conferences, seminars, and workshops that do not support or disseminate research Special events open to the public Summer Camps Publications by University Press Infrastructure purchases that don't impact research Travel Grants |

Every proposal has a purpose: **Research**, **Instruction**, or **Other Sponsored Activity**.

Research: DeptID's being used for Research should have a PCS 22

Indirect Cost Rate: 56.5%

Instruction: DeptID's being used for Instruction should have a PCS 11

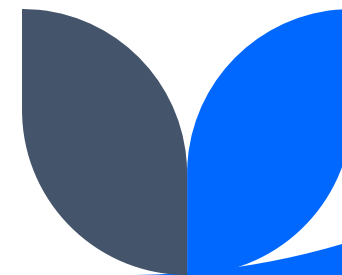
Indirect Cost Rate: 44%

OSA: DeptID's being used for OSA should have a PCS 32.

Indirect Cost Rate: 33%

Why is it important to classify projects correctly?

DeptID PCS codes are used for our annual reporting – this reporting is a major factor towards our status as a Research University.



Listservs

Sciences Listserv:

1. Send an email message
to: LISTSERV@listserv.umkc.edu

2. In the body of the message
type: SUBSCRIBE SPRS (your name)
For example: "SUBSCRIBE SPRS Jill
Smythe".

1. The message does not need a subject line.
2. The message should be cleared of all signature information.

The software will automatically deduce your Email address from the message, so send the message from the mailing address you wish to receive this list at.

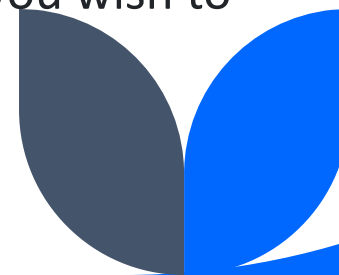
Humanities Listserv:

1. Send an email message
to: LISTSERV@listserv.umkc.edu

2. In the body of the message
type: SUBSCRIBE SPRS2 (your name)

1. For example: "SUBSCRIBE SPRS2 Jill Smythe".
2. The message does not need a subject line.
3. The message should be cleared of all signature information.

The software will automatically deduce your Email address from the message, so send the message from the mailing address you wish to receive this list at.



Post-Award

Contact: Mallory Snyder snydermm@umkc.edu or 816-235-5444

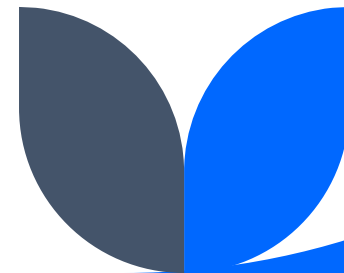
Services Provided by Post Award:

Invoicing, budget monitoring, financial reports, NCTE (No cost time extension)

Outgoing subcontract drafts and negotiation: Mallory or Arminta Brown
brownarm@umkc.edu

Outgoing subcontract invoicing: Sheela Perumalla perumallaj@umkc.edu

Claiming wire payments: Diana Jones jonesdc@umkc.edu



Electronic Effort Verification Report (eEVRs)

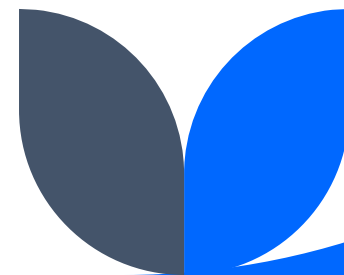
eEVR Policy:

<https://www.umssystem.edu/ums/policies/finance/evr>

Compliance Requirement!

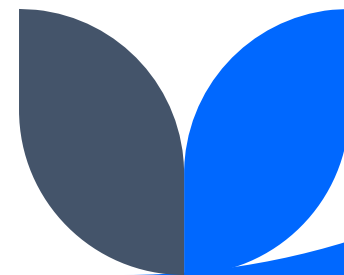
Arrive via email twice per year for previous periods of **January – June** and **July – December**.

Approvers: Self, PI, FO, Supervisor: Click the link – click approval check box - SAVE



Contact Information

- Lee Braden – Associate Director of Sponsored Projects
 - cbraden@umkc.edu
- Lucy Bahner – Sr. Grants and Contracts Administrator; Pre-Award
 - lbahner@umkc.edu
- Mallory Snyder – Sr. Grants and Contracts Administrator; Post-Award
 - snydermmm@umkc.edu



Resources

- Institutional Information: <https://ors.umkc.edu/about/institutional-information.html>
- Pre & Post Award Policies: <https://ors.umkc.edu/policy-and-forms/pre-and-post-award-policies.html>
- Forms: <https://ors.umkc.edu/policy-and-forms/pre-and-post-award-forms.html>
- Conflict of Interest: <https://ors.umkc.edu/policy-and-forms/conflict-of-interest/index.html>

