

GRANTS AND CONTRACTS SUPPORT GROUP
WEDNESDAY MARCH 14, 2007

Leeann Davenport, OSPA Grants and Contracts Administrator (GCA), made announcements:

- Submissions to NIH via grants.gov will have the following priority: new submissions – re-submissions of proposals with errors – re-submission of proposals with warnings.
- When NIH reviews proposals and finds an error the review is stopped and the proposal error must be fixed before further review. Thus if a proposal has more than one error it will have to be re-submitted after fixing each error. One proposal in the past had to be sent in 8 times before it was accepted.
- At the last deadline 89% of the proposals did not make our 48 hour deadline. This makes catching errors before submission extremely tough on the GCA. Receiving these before the required deadline gives the GCA a chance to review better and possibly catch things that could eliminate resubmissions later.

Unitized Contracts – presented by Paula Teel, GCA, OSPA

Power Point Presentation – “Unitized Projects in 5 Easy Steps”

1. create a budget for each activity –
determine the total cost of providing the service or making of a product (activity). theory is that we should not make or lose money on the activity. important to be as accurate as possible.
2. rates approved by OSAP –
rate is developed by taking the cost budget and dividing by the estimated number of units sold. these rates will be checked at least yearly and adjusted as needed. volume discounts can be used if offered to all purchasers of the activity.
3. issue the contract –
two page contract that is non-negotiable. it is very clean and straight forward. a contract is issued for each activity.
4. award setup –
one unitized award for a department. this means only one PSRS regardless of the number of activities or rates within the department.
5. invoicing –
department tracks the number of units per activity that are purchased and works with the OSPA Sr. Accountant for proper invoicing.

Pros & Cons

Pros:

- 1 contract per activity
- 1 award per department
- 1 PSRS per award
- 1 rate for everyone purchasing the activity

Cons:

- PI's can't play favorites with the rates.

Unitized Projects in 5 Easy Steps

**Paula Teel
Grants & Contracts Administrator
Office of Sponsored Program Administration**

March 14, 2007



UNITIZED PROJECT –

One where the costs are calculated on a “per unit” basis by calculating the costs associated with the “activity”.



Step 1

- **Create a budget for each activity.**



Step 2

- **Rates approved by OSPA.**



Step 3

- **Issue contract.**



Step 4

- **Award setup.**



Step 5

- **The department keeps records of the number of units of each “activity” an entity “purchases” and work with the OSPA Senior Accountant to see that “sponsors” are properly invoiced.**

