THE OSP EXCHANGE
GETTING TO KNOW YOUR OSP PARTNERS:
OSP Structure/Functions
Office for Sponsored Programs
Boston College
MEET YOUR NEW OSP DIRECTOR

Key Areas Overseen:
- Sponsored Programs
  - Proposal Review & Submission
  - Billing & Reporting
  - Cash Management
  - Audits/ Financial Compliance
  - Effort Reporting
  - Subaward Management & Monitoring

Key Initiatives:
- Grants Management Process Improvement
- PeopleSoft Reporting Capabilities
- New Systems Implementation

Jennifer Lopez
Director, Office for Sponsored Programs
Email: Jennifer.Lopez@bc.edu

Past experience:
Director for Research Operations Finance, Dartmouth Hitchcock
Director of Sponsored Programs, University of Miami
Associate Director for Research Administration, Duke University
Our Goals

Deliver customer-friendly, timely support

Expedite research through improved navigation and access to resources

Reduce administrative burden for faculty

Improve customer service

Build a more collaborative environment

Improve communication and expand educational opportunities

Foster process improvement
WHAT DO YOU THINK OSP DOES?
Office for Sponsored Programs

What our families think we do

What PIs think we do

What deans/directors think we do

What we think we do

What our bosses think we do

What we actually do
Office for Sponsored Programs

Provide support to PI’s and Departmental Administrators on pre and post-award processes

OSP serves as the Authorized Official and signature authority for proposals and awards

All requests for external funding to outside sponsors must be done by a designated OSP Pre-Award representative (or University Advancement depending on certain Foundations)

All submission requests must be routed via a Proposal Transmittal Form (PTF)

For more information, please refer to Boston College Principal Investigator's Handbook and Boston College Research Policies and Procedures on our website: https://www.bc.edu/osp
**What is OSP Responsible For?**

**Pre-Award**

Proposal Administration

Work in collaboration with PI’s and Departments on proposal process

Provide guidance in the development of proposals

Ensure sponsor requirements are met

Review and endorse proposals for submission to sponsors

Negotiate terms and conditions of awards on behalf of the institution

Facilitate the submissions of non-financial reports

Award Set-up
WHAT IS OSP RESPONSIBLE FOR?

Post-Award

Monitor financial compliance matters
Submit all financial reports to awarding agencies on sponsored projects
Facilitate BC’s response to all external & internal financial audit requests
Responsible for ensuring effort certification and reporting is accurate
Assure reimbursement of project expenditures, based on terms and conditions
Cash Management and Collections
Closeouts

Outreach and Support

Provide outreach and ensure effective partnerships with our many customers
Provide support to PI’s and Departmental Administrators on pre and post-award processes

Training modules can be found on the VPR website: https://www.bc.edu/vpr
Click on this icon
KEY PIECES OF INVOICING AND REPORTING

- Analytical review of financial data for compliance risks and accuracies.
- Inclusion of backup documentation.
- Process specific transactions in order to closeout the project.
SPONSORED FUNDING AT BC

On average how many proposals are reviewed and submitted by OSP?

Over 300 proposals requesting nearly $200M in external funding

In a fiscal year how much sponsored funding is managed by OSP?

Nearly $100M in sponsored funding as of FY21

How many active sponsored projects does Boston College currently have?

Over 500 active projects, including subawards
Effort, Subrecipients, and Auditing
Effort

Provide Guidance for:

- Cost Distribution Changes on Sponsored Projects
- Salary Cost Transfers

Manage Process for:

- Payroll Cost Share Entries
- NIH xTrain Termination Notice Approval
- Fringe Benefit Adjustments (sponsor allowability)
- Effort certification
**Subrecipient Management**

- Establish outbound subawards
- Track all new subawards and amendments
- Manage FFATA reporting
**Subrecipient Monitoring**

- Subrecipient risk assessment prior to issuing new/amended agreements

- Review/analysis of annual audit reports
OSP ORGANIZATIONAL CHART

Who We Are

Jennifer Lopez
Director of OSP
617-552-3344

Susan Hoban
Associate Director
Office for Sponsored Programs
617-552-3061

Francesca Visconti
Associate Director
Financial Mgmt & Compliance
617-552-3398

Sponsored Project Administration Team:

Matylda Bylinska
Assistant Director
Pre-Award Administration
617-552-1583

Michelle Gittens
Senior Assistant Director
Pre-Award Administration
617-552-4978

Karen Jarvis-Thorne
Senior Assistant Director
Pre-Award Administration
617-552-3374

Rose Cornet
Senior Assistant Director
Pre-Award Administration
617-552-3373

Angelica Wilshire
Grant Proposal & Contracts Administrator
Pre-Award Administration
617-552-1492

Natasha Brown
Assistant Director
Post Award Administrator
617-552-1545

Bryce Kelley
Assistant Director
Post-Award Administration
617-552-6873

Eric Teixeira
Senior Assistant Director
Post-Award Administration
617-552-3189

Christie Raynor-Cohen
Post-Award Assistant Director
617-552-2969

Management Information Systems Team:

Susan Noonan
Information Systems Manager
617-552-1303

Daniel Terminello
Information Systems Analyst
617-552-2248

OSP offices are located at 31 Lawrence Ave.
Main phone number: 617-552-3344
Fax number: 617-552-0747

Find your designated OSP representative on our website: https://www.bc.edu/osp by clicking on this icon.
Current Process Improvement Initiatives

Shopping for Time and Effort software

Finding IT software solution for potential automation of proposal development and grants administration

Narrowing down useful PeopleSoft reports for post-award management, providing easier access to PI's and training on how to find their reports

Sharing of Funding Opportunity Announcements on a recurring basis

Building of a cohesive Professional Development Program within the VPR for faculty and administrative staff

Revamping VPR website (which includes OSP) and the VPR Newsletter
OSP’s Outreach Footprint

- Provide daily guidance and resolutions to customer’s inquiries on many complex topics
- Develop and present at newly established monthly OSP Exchange with topics you suggest
- Be available to come to you/your department to assist with pre and post award management

Training modules can be found on the VPR website: https://www.bc.edu/vpr
WHAT WE DON’T DO...

- Determine cost allocations or decisions to place costs on projects
- Determine re-budgeting needs
- Initiate proposals
- Initiate cost transfers
- Process procurement transactions
- Expense reconciliations
- Effort allocations

BC’s Service Center Model

- Arts & Sciences Service Center
  - Jack Lane, Director
- Lynch School of Education Service Center
  - Jean McDonald, Director
- Carroll School of Management
  - Carla Boudreau, Assoc. Dean Finance & Admin.
- Connell School of Nursing
  - Christopher Lee, Assoc. Dean for Research
- Institute for Scientific Research
  - Pat Doherty, Director
- School of Social Work
  - Sveta Emery, Assoc. Dean Finance, Research & Admin.
- Law School
  - Joe Vitali, Assoc. Dean Finance & Admin.
- Center for Centers
  - Peter Marino, Director
PROPOSAL SUBMISSION POLICY

Proposal Submission Guidelines:
At least seven days prior to the submission deadline, OSP must be notified that you have a proposal submission pending. You can accomplish this notification by sending an email to your OSP Pre-Award representative notifying them of a pending submission.

Internal Deadlines

Five days prior to the submission deadline you must submit a complete proposal to OSP consisting of the final versions of the following:

• Proposal Transmittal form and Conflict of Interest form
• Draft proposal narrative (project description, research strategy, etc.)
• Final budget with narrative budget justification
• All subrecipient documents (scope of work, budget, budget justification, letter of commitment signed by an authorized official of subcontractor)

If a PI does not meet the OSP 5 business day deadline, BC requires special approval from the Office of the Vice Provost for Research. The PI must submit a written explanation of why the deadline was missed and request an exception be made.

OSP’s Proposal Submission Policy can be found here on the web:
https://www.bc.edu/content/dam/files/research/osp/ProposalSubmissionPolicyAugust2015.pdf
# Proposal Submission Checklist

## Principal Investigator

<table>
<thead>
<tr>
<th>Question</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you applying for the correct Funding Opportunity Announcement (FOA)?</td>
<td>Review the proposal to ensure it meets all criteria of the FOA.</td>
</tr>
<tr>
<td>Is the individual applying authorized to be a PI on the proposal?</td>
<td>Verify PI eligibility.</td>
</tr>
<tr>
<td>Contact OSP if there is any doubt.</td>
<td></td>
</tr>
<tr>
<td>Did you read and follow the guidelines in the FOA and the application instructions?</td>
<td></td>
</tr>
<tr>
<td>Does the proposal conform to page and font size limitations imposed by sponsor?</td>
<td></td>
</tr>
<tr>
<td>Does the proposal include all necessary attachments (e.g., biographical sketches, certifications and assurances, quotes, current/pending other support, budget and budget justification)?</td>
<td></td>
</tr>
<tr>
<td>If collaborators are included in the proposal, are the letters of collaboration included?</td>
<td></td>
</tr>
<tr>
<td>Does the sponsor have a limitation on the number of proposals permitted to be submitted by the University? If so, has this been coordinated with VPR and OSP?</td>
<td></td>
</tr>
<tr>
<td>If the sponsor is a foundation or a corporation, has the BC Corporation and Foundation Relations Office been notified?</td>
<td></td>
</tr>
<tr>
<td>Have you sat down with your DRA to ensure that all required elements of the proposal included?</td>
<td></td>
</tr>
<tr>
<td>Have all subcontractors sent budgets and completed Commitment Form signed by their institutional officials?</td>
<td></td>
</tr>
<tr>
<td>Have these been forwarded to OSP?</td>
<td></td>
</tr>
<tr>
<td>Has the PI notified DA (department administrator) of his/her intent to submit proposal?</td>
<td></td>
</tr>
<tr>
<td>Has the PI reviewed the electronic Proposal Transmittal Form &amp; completed Conflict of Interest?</td>
<td></td>
</tr>
<tr>
<td>Has the PI approved the electronic Proposal Transmittal Form?</td>
<td></td>
</tr>
</tbody>
</table>

## Department Administrator

<table>
<thead>
<tr>
<th>Question</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA initiates a new Proposal Transmittal Form in Proposal Transmittal Module in PeopleSoft and sends email to OSP pre-award contact with PTF number.</td>
<td>Review the proposal to ensure it meets all criteria of the FOA.</td>
</tr>
<tr>
<td>Review the budget. Does the budget accurately reflect the work proposed? Has the budget been calculated correctly?</td>
<td>Verify budget accuracy.</td>
</tr>
<tr>
<td>Review the entire proposal to ensure it meets all criteria of the FOA (e.g., font size, word limits)</td>
<td>Review proposal for completeness.</td>
</tr>
<tr>
<td>Are the correct fringe benefit and F&amp;A cost rates (aka, indirect cost rate) used?</td>
<td>Verify indirect costs.</td>
</tr>
<tr>
<td>VPR approval is required for waived F&amp;A. Chair approval needed for buyouts.</td>
<td>Confirm approval process.</td>
</tr>
<tr>
<td>Has the DA sent a completed copy of the proposal to OSP 5 days prior to deadline for review?</td>
<td>Review proposal.</td>
</tr>
<tr>
<td>Have all subcontractors sent budgets and completed Commitment Form signed by their institutional officials?</td>
<td>Confirm subcontractor documentation.</td>
</tr>
<tr>
<td>Have these been forwarded to OSP?</td>
<td></td>
</tr>
<tr>
<td>Has the DA completed the entire Proposal Transmittal Form including: uploading entire proposal, the Request for Proposal (RFP), sub commitment form and other sub documents (if necessary) and creates work flow for approval.</td>
<td>Confirm completion.</td>
</tr>
<tr>
<td>Has the routing of the Proposal Transmittal Form been completed?</td>
<td>Confirm routing.</td>
</tr>
<tr>
<td>Has an OSP signature been obtained on the application forms and/or cover letter prior to submission?</td>
<td>Verify signature.</td>
</tr>
<tr>
<td>Has the DRA set up meetings with the PI to go over proposal requirements/budgets formats.</td>
<td>Review meetings.</td>
</tr>
<tr>
<td>Remember to provide OSP a copy of the final submission.</td>
<td>Confirm submission.</td>
</tr>
<tr>
<td>Is the deadline date a postmark or receipt date?</td>
<td>Confirm receipt.</td>
</tr>
<tr>
<td>Has the DRA contacted Corporate Foundations Relations if this proposal is a foundation proposal?</td>
<td>Contact Corporate Foundations Relations.</td>
</tr>
</tbody>
</table>

## OSP Pre-Award

<table>
<thead>
<tr>
<th>Question</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSP pre-award provides final review of the proposal for compliance with BC and sponsor regulations and policies.</td>
<td>Verify compliance.</td>
</tr>
<tr>
<td>OSP pre-award receives PTF and confirms information on PTF matches what was submitted to the sponsor.</td>
<td>Confirm match.</td>
</tr>
<tr>
<td>OSP pre-award provides necessary official signatures, submits proposal and approves PTF.</td>
<td>Approve proposal.</td>
</tr>
</tbody>
</table>

OSP’s Proposal Submission Checklist can be found here on the web: [https://www.bc.edu/content/bc-web/research/sites/vice-provost-for-research/sponsored-programs/assistance-documentation.html](https://www.bc.edu/content/bc-web/research/sites/vice-provost-for-research/sponsored-programs/assistance-documentation.html)
In lieu of an automated pre-award system, the PTF is used to support the proposal submission process by collecting vital proposal information and obtaining internal approvals via workflow.
WHAT THE PROPOSAL TRANSMITTAL FORM IS NOT.

- Easy to use.
- Glitch free.
- Intuitive.
Important Note to Principal Investigators: Compliance with the Federal regulation requires disclosures from all “investigators” who are defined as "the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of the research funded, or proposed for such funding, which may include, for example, collaborators or consultants." Please identify on the last page of this form those that you consider to fail within this definition for this project.
The following disclosures can be found in the Forms and Reports section of Interfolio. Please review all three forms carefully. If you have not previously completed these disclosures, please contact bcfarhelp@bc.edu for assistance.

- External Activities and Conflict of Commitment,
- Significant Financial Conflict of Interest, and
- Additional Activities for Funded Research disclosures as reported in Interfolio.

1. Please check ONLY ONE of the boxes below to confirm your disclosures in Interfolio:
   - [ ] Are current and accurate - no changes
   - [ ] Have recently been updated as of: [ ] (Please put date Interfolio was last updated.)

2. If this proposal/project is related to any of the conflicts and/or activities that you have disclosed in Interfolio, please identify the following information regarding this conflict/activity.
   - Name of Organization:
   - Role at this Organization:
   - Activities Performed:
   - % of time spent on this activity/at this organization:
   - Monetary Value?

Certification: I have read and understand the Addendum to the Boston College Conflict of Interest and Commitment Policy Pertaining to Sponsored Projects. I agree to submit a revised disclosure in the event that conditions change which would revise my response to any of the questions above.

[ ] I Agree

Date: 08/05/2021

Name: Kim, Nam Wook
Proposal Transmittal Form – Page 3

Add person for Col
Please enter persons you think should fill Conflict of Interest.

Business Unit: GRANT  Proposal Form ID: 3899
Proposal Projects

<table>
<thead>
<tr>
<th>Sequence #</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Add Employees for Conflict on Interest Form

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Data Email Last Sent</th>
<th>Send Email?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View COI Details

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>View Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 36150445</td>
<td>Sellick, Velva Noma</td>
<td></td>
</tr>
</tbody>
</table>

Send COI Emails
Save Return to Search
PROPOSAL TRANSMITTAL FORM – PAGE 4

**Proposal Form**

**Enter Budget Details**
Please enter all required fields before moving to next page.

**Business Unit:** GRANT

**Proposal Form ID:** 3890

**Proposal Projects**

<table>
<thead>
<tr>
<th>Sequence #</th>
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</thead>
<tbody>
<tr>
<td>1</td>
</tr>
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</table>

**Proposal Project Budget Details**

<table>
<thead>
<tr>
<th>Budget ID: STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Period - Year 1</strong></td>
</tr>
<tr>
<td>Total Direct Costs: $51,643</td>
</tr>
<tr>
<td>F&amp;A (Indirect) Costs: $29,178</td>
</tr>
<tr>
<td>Total Request: $80,821</td>
</tr>
<tr>
<td>Total Cost Sharing:</td>
</tr>
<tr>
<td>Total Proposal Value: $80,821</td>
</tr>
</tbody>
</table>

| **Budget Period - All Years** |
| Total Direct Costs: $158,096 |
| F&A (Indirect) Costs: $89,324 |
| Total Request: $247,420 |
| Total Cost Sharing: |
| Total Proposal Value: $247,420 |

| **Applied Rates - Percentage** |
| FT Exempt | 29.50 % |
| FT Non-Ex | 48.30 % |
| PT All     | 7.65 %  |
| F&A Base   | MTDC    |
| F&A Rate   | 56.50 % |
## Proposal Transmittal Form

### Step 6/7

Add Attachments

Attach all supporting documents:

- **Business Unit:** GRANT
- **Proposal Form ID:** 3899

### Proposal Projects

- **Sequence #:** 1

### Attachments

<table>
<thead>
<tr>
<th>Requests</th>
<th>Attached File</th>
<th>View Attachment</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kim_-<em>NSF</em>-<em>Final_Submitted_Proposal</em>-_8-1-21.pdf</td>
<td>View Attachment</td>
<td></td>
</tr>
</tbody>
</table>

[Save] [Return to Search]
When selecting Work Flow approvers, be sure to select the appropriate Approver Type (ie Dept Chair, Dean Etc.). Once you have selected the applicable approver type, the names of the appropriate individuals will appear in the box below the approver type. You will then need to indicate who the appropriate individual to approve will be. This will be done by checking the box next to their name. Please make sure the names of the individuals you want to approve have been checked off in the box next to their name prior to hitting 'Submit for Approval'. Once 'Submit for Approval' has been clicked, your individual selections will be deleted and you will automatically be taken to the Work Flow on page 1.
**PROPOSAL SUBMISSION PROCESS**

**PI (principal investigator)** identifies funding opportunity and reviews the Proposal Preparation Checklist.

PI notifies DA (department administrator) of his/her intent to submit proposal.

DA initiates a new Proposal Transmittal Form in Proposal Transmittal Module in PeopleSoft and sends email to OSP pre-award contact with PTF number.
**Proposal Submission Process**

DA completes entire PTF form including: uploading entire proposal, the Request for Proposal (RFP), sub commit form (if necessary) and creates work flow for approval.

PI receives PTF. PI reviews form & completes Conflict of Interest. PI approves PTF and the PTF is sent to the next approver.

Dept. Chair receives PTF: reviews and approves form and sends PTF to next approver.
**Proposal Submission Process**

Pre-award receives PTF.

DA sends a completed copy of the proposal to OSP 5 days prior to deadline for review.

OSP pre-award reviews proposal for compliance with BC and sponsor regulations and policies.
OSP pre-award confirms information on PTF to match current version of the proposal.

Upon approval, the PTF is sent to the OSP Systems Analyst.

OSP pre-award approves the PTF.
PROPOSAL SUBMISSION PROCESS

System Analyst completes final review of data in PTF.

System Analyst completes final approval of the PTF.

System Analyst transfers all non-financial and rate data to the Proposal module.
Proposal Submission Process

OSP pre-award provides necessary official signatures.

Proposal is submitted.

System Analyst enters financial and rate information and changes proposal status to submitted.
PROPOSAL SUBMISSION PROCESS

OSP runs proposal management reports for analysis and dissemination.

End of Process
OSP LEADERSHIP CONTACT INFORMATION:

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Director, OSP
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Phone: (617) 552-8259

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Phone: (617) 552-3061

Fran Visconti
Assoc. Director, Financial Administration & Compliance
Email: fran.visconti@bc.edu
Phone: (617) 552-3398

OSP General Email Addresses: osp@bc.edu
ospadmin@bc.edu
Questions?