

Where We Are

Staff work remotely

AG Admin Building
Room 119

Monday – Friday

8:00 AM – 5:00 PM

Phone: 814-865-5419

Email: l-ag-contgrts@lists.psu.edu



What We Do... In Practice

A decorative graphic consisting of several overlapping, wavy, blue shapes that create a sense of movement and depth, positioned below the title and above the list.

- Prepare proposals with faculty/staff
 - Budgets
 - Application kits
 - Regulatory docs
- Submit/sign proposals on behalf of PSU
- Act as a liaison with internal and external partners
 - OSP, sponsors, compliance entities
- Interpret and explain policy and regulations

Roles

- Office of Grants and Contracts (OGC):
 - Consult with you and prepare budget in the PSU system
 - Review and provide feedback on budget justification
 - Sign proposal cover page
- You:
 - Complete the online Notice of Intent by Sept. 20th
 - Schedule your budget appointment in advance
 - Bring a draft budget and justification to the appointment and be prepared to finalize it
 - Deliver the cover page for signature **No Later Than 10/14**

Internal Deadlines



- Complete the NOI NLT Sept. 20th
- Zoom budget prep with pre-award research administration completed by October 6th.
- Communication via email, zoom or MS-Teams
- Final sign-off by OGC by Oct. 14th
- InfoReady submission of final proposal Oct. 18th

Budget Review Meeting



- OGC research administrator will reach out to schedule by Sept. 22nd
- Meeting goal: finalize documents
 - Bring draft completed cover page
 - Bring draft budget spreadsheet in Excel
 - Bring draft budget justification using the template provided
- Schedule another budget meeting if needed

Sample Budget

8/31/23, 1:53 PM

SIMSbudgets - Print View

Ecosystem Science and Management (Agricultural Sciences) / The Pennsylvania State University
 Sample budget for Grad Students
 Pennsylvania State University
 Project Dates: 12/01/2023 - 06/29/2024

	12/01/2023 - 06/29/2024	Total
Direct Costs		
Salaries (Category I)		
<u>O'Brien, Maryellen (Principal Investigator)</u>	0	0
Total Salaries	0	0
Wages (Category III)		
<u>Wages</u>	900	900
\$15 per hour, 60 hours		
Total Wages	900	900
Total Salaries and Wages	900	900
Fringe		
<u>Category I @ 35.31%</u>	0	0
<u>Category III @ 7.98%</u>	72	72
Total Fringe	72	72
Total Salaries, Wages and Fringe	972	972
Modified Total Direct Costs		
<u>Participant Incentives</u>	500	500
<u>Miscellaneous Supplies</u>	200	200
<u>Travel In State</u>	125	125
<u>Purchased Services & Awards to Employees</u>	400	400
sequencing		
<u>Feed/Field (College of Agriculture Use Only)</u>	100	100
<u>Page Charges and Reprints</u>	200	200
Total Modified Total Direct Costs	2,497	2,497
Total Direct Costs	2,497	2,497
F&A Costs (TDC basis)		
Total Requested From Sponsor	2,497	2,497
Total Project Costs	2,497	2,497

CLONED from Unit Budget ID: 78887

Proposal: 86111

Generated by muo45 on: 08/31/2023

Created on 08/31/2023 and last updated on 08/31/2023

Final Thoughts



- READ and follow the instructions
- Be on time
- Seek permission, not forgiveness in all grant actions
- Act in haste, repent at leisure, so talk with us first
- If in doubt, seek us out
 - Email: l-ag-contgrts@lists.psu.edu
- Always allow more time than you think you need