



TEXAS SOUTHERN UNIVERSITY

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OFFICE OF RESEARCH
RESEARCH FUNDING & PRE-AWARD SERVICES
HANNAH HALL, ROOM 230
OFFICE: (713) 313-7457; FAX: (713) 313-7598

Proposal Submission Facts

What office on Texas Southern University campus is responsible for reviewing research applications (Proposals and RFP's) that investigators submit to government and private funding agencies?

The Office of Research – Research Funding and Pre-Award Services is charged with the responsibility for reviewing all research applications that investigators submit to government and private funding agencies. We review solicitations and funding announcements to ensure that proposals comply with the guidelines of the Sponsor and Texas Southern University. This office, in cooperation with Research Financial Services also reviews proposal budget to ensure that direct, indirect and fringe benefit costs are calculated correctly. In addition to routing proposals for institutional approvals, we also provide non-expert review of your draft proposal and serve as a resource for questions regarding all aspects of your proposal submission.

When do I contact the Office of Research If I'm interested in submitting proposals to an external agency for extramural funding?

Once a funding opportunity is identified and a TSU investigator is interested in writing a proposal in response to a specific solicitation, the researcher should contact the Office of Research – Research Funding and Pre-Award Services by submitting:

1. A 'Notice of Intent to Submit Proposal' form.
2. Funding opportunity announcement including all program guidelines.

For proposal submission related forms, please contact Ms. Adana Brown, Project Coordinator II for Research Funding and Pre-Award Services at 713-313-7457 or Brown_af@tsu.edu

When are proposals due in the Office of Research – Research Funding and Pre-Award Services?

Proposals are due in the Office of Research – Research Funding and Pre-Award Services five business days (excluding weekends and holidays) in advance of the sponsor's deadline. This includes all required sponsor application forms, budget/budget justification and the completed proposal transmittal form signed by all relevant signatories. This internal deadline is set so that it gives Office of Research staff adequate time to review the proposal and make recommendations. It allows time to attain executive signatures as the signatories are not always on campus at the time of the funder's deadline.

My project involves human, animal subject, how do I proceed?

Principal Investigators may refer to the Office of Research (OR) - Department of Research Enhancement and Regulatory Services website <http://www.tsu.edu/about/administration/division-of-academic-affairs-and-research/research/res-research-compliance.php> for TSU policies and procedures for the use of animals and humans in research. The purpose of the policies and procedures is to describe the types of activities that require review and approval by the Institutional Animal Care and Use Committee (IACUC) and the Committee for the Protection of Human Subjects (CPHS). It is the responsibility of each investigator to seek review and approval from the IACUC and/or CPHS well in advance of the initiation of any research activities involving the use of animals and humans.

The investigator may contact the Department of Research Enhancement Director/staff or the IACUC and CPHS Chairs for an authoritative decision and/or advice on the application of the federal regulations and TSU policies. In cases where it is not clear whether the study requires IACUC or CPHS review, the DRECS, IACUC or CPHS may ask the investigator to send a memorandum to the IACUC or CPHS by e-mail or hard copy detailing the proposed activity. In complicated cases, the DRECS, the IACUC, or the CPHS may ask the investigator to complete and submit an electronic application via the TOPAZ system to the IACUC or CPHS for a decision.

The DRECS communicates the decision of the IACUC or CPHS to the investigator via the TOPAZ electronic management system, hard copy and/or email. For inquiries regarding the use of the TOPAZ system, investigators should contact Ms. Cecilia Bruce, Research Compliance Officer at brucece@tsu.edu or at 713-313-7079. To obtain a password for electronic protocol submission, investigators should email Ms. Bruce the request with their full name including the middle initial, contact phone number and email address.

What is indirect cost (Facilities and administrative) and why is it an important component of my proposed budget?

Facilities & Administrative (F&A) rates (also known as indirect cost rates) are established in accordance with the federal government's office of management and budget (OMB) circular A-21 cost principle for higher education. These rates are negotiated between Texas Southern University and the Department of Health and Human Services, the cognizant federal agency overseeing the administration of sponsored project at TSU. Indirect cost rates are applicable to all externally-sponsored projects (grants, contracts, cooperative agreements, sub grants and subcontracts) funded by federal, state or private sponsors. The application of indirect cost rate allows TSU to recover certain costs associated with externally-funded training and research activities.

When developing my proposed budget, how much do I compute for Indirect Cost and Fringe Benefits?

All proposals to sponsors must include budget requests for indirect cost and fringe benefit rates using the current rates negotiated by TSU and DHHS. Some private agencies may allow rates that are lower than the government rate, in which case, they will be reviewed on a case-by-case basis. The current rates for TSU are:

- 1. 53% of Modified Total Direct Cost (On-Campus Indirect Cost Rate)**
- 2. 24% of Modified Total Direct Cost (Off-Campus Indirect Cost Rate)**
- 3. 26.5% (Fringe Benefit Rate Applicable to Salaries and Wages)**

What is Modified Total Direct Cost?

Modified Total Direct Cost or MTDC is one of few cost basis that can be used to compute indirect cost (F&A). MDTC exclude some costs from base calculation. (E.g. equipment, capital expenditures, tuition remission, rental costs of off-site facilities, scholarships / fellowships and portion of each subcontract in excess of \$25,000).

What is the difference between off-campus and on-campus indirect cost rates?

A project, or part of a project is considered to be performed off-campus if the activity is conducted at a location other than Texas Southern University's academic lands and the majority indirect costs (e.g. operation & maintenance, depreciation, equipment & improvements) is not applicable.

A project or part of a project is considered to be performed on-campus if the activity is conducted at Texas Southern University's academic lands and the majority indirect costs (e.g. operation & maintenance, depreciation, equipment & improvements) is applicable.

If funded, my proposal will involve collaborative work with non-TSU affiliated individuals and institutions. What mechanism can I use to pay these third parties for work performs on my project?

If funded, your approved budget will stipulate how funds are to be expended from your project. If your project includes a sub-contractor or an independent contractor as part of your budget-line-item, the Office of Research – Research Funding and Pre-Award Services will issue a standard TSU sub-contract agreement or an independent contractor's agreement to third parties. These documents will become the mechanism by which third parties can invoice and be paid from your awarded proposal.

Who handles my grant after it is awarded?

If your proposal is funded, the Office of Research – Research Financial Services will administer the project and assist you with expenditures, reporting, close out, and all other post-award requirements of the award document. The Office of Research – Research Financial Services is located in Room 315, Hannah Hall, telephone number: 713-313-7876.