



THE UNIVERSITY *of*
NEW ORLEANS

OFFICE OF RESEARCH

Office of Research Support for Faculty

Matthew A. Tarr

**Vice President for
Research and Economic
Development**

What Does the Office of Research Do?

▶ **Grant Funding**

- ▶ Assist professors with finding and applying for grant funding

▶ **Compliance**

- ▶ Safety, ethics, export control, human and animal subjects, budget

▶ **Training**

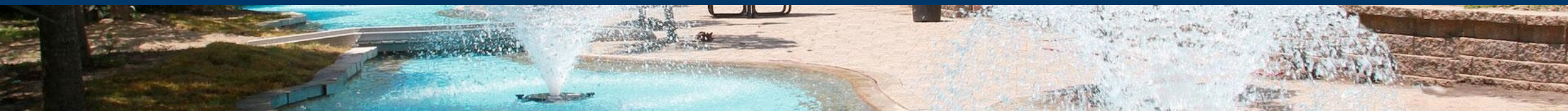
- ▶ Workshops for professors, graduate students, undergraduate students
- ▶ Internships

▶ **Internal Grants**

- ▶ Support for faculty research across disciplines

▶ **Intellectual Property**

- ▶ Patents and copyright



Compliance Issues

- ▶ **Lab Safety**
- ▶ **Export Control (data and materials across borders)**
- ▶ **Responsible Conduct of Research (ethics)**
- ▶ **Animal Care**
- ▶ **Human Subjects**
- ▶ **Budgetary Compliance for Grants**
- ▶ **Research Data Management**
- ▶ **Intellectual Property**



Campus Support

Selected Programs

- ▶ Faculty Internal Grant Program
- ▶ Graduate Fellowship Workshops
- ▶ Intellectual Property Workshops

Events

- ▶ ARCS – Awards Ceremony (Spring)
- ▶ *Innovate*UNO – Research, Scholarly, and Creativity Symposium (November)



Internal Grants

- ▶ **Creative Endeavor Opportunity (CEO)** The goal is to provide support for faculty to launch programs of research, scholarship, exhibition, or performance that will ultimately result in increased research and creative activity on campus. Budget Cap: \$10,000
- ▶ **Stimulating Competitive Research (SCoRe)** The goal of the SCoRe award is to enhance the UNO faculty's ability to successfully compete for extramural sponsored research funding. Budget Cap: \$15,000
- ▶ **Interdisciplinary Grant Development (IGD)** This program requires participation from two or more colleges or departments. The aim of the program is to stimulate fundable, interdisciplinary research across disciplines that are substantially distinct. Budget Cap: The maximum funding for this program will be \$17,500 per investigator with up to two investigators per project.

Internal Grants

- ▶ **Innovation Challenge** This program requires participation from a faculty mentor and a team of students from two or more colleges. The aim of the program is to fund environmental sustainability projects on UNO's campus. Budget Cap: \$5,000
- ▶ **Leveraging External Expertise Program (LEEP)** This program supports visits to UNO by external scholars, researchers, or artists in order to enrich the campus, improve scholarly productivity, or enhance the university reputation. Projects will involve short-term visits to UNO by external experts in any appropriate format, such as college- or campus-wide seminars, participation in UNO-run symposia, or workshops to enhance student or faculty productivity in a specific discipline or area of competence. Additional formats are possible as long as the project clearly contributes to advancing the university mission. One or more experts may be involved in a single visit or across multiple visits (e.g. a seminar series). Budget Cap: \$3,500

Internal Grants

- ▶ **Award for Building Research Or Artistic Development (ABROAD)**
Funding for collaborative visits of 1-6 weeks by a UNO PI to an institution in another country. During this visit, the PI will develop collaborations and/or conduct research with an appropriate professor or professional collaborator. Open to all disciplines; successful proposals will clearly demonstrate capacity for building UNO reputation, creating unique products, or developing future external funding opportunities. Budget Cap: \$5,500

Proposal Development Services

- Finding funding opportunities
- Narrative preparation assistance
- Budget preparation
- Form preparation
- Revision for resubmission



UNO Budget Workbook

- ▶ Every proposal must include a budget!
- ▶ The [UNO budget template](#) helps you present an accurate account of your project's financial needs.

Download a *new* template from the UNO website *every time!*

Budget Workbook

The budget workbook will help you prepare a budget to submit alongside grant proposals.

While some funding agencies may request or require that you use their own budget forms when submitting a proposal, please complete **this** budget first. Someone in the Office of Research can help you convert it as needed. Ensuring that your budget follows university accounting guidelines will reduce the need for budget adjustments later.

Data Entry

Tab	Description
1) Project	START HERE. Enter your basic project information here to replicate it across the workbook.
2) Yr 1	Enter your projected budget for the first year. Some fields will be populated by the yellow tabs below
Yr 2	Enter your projected budget for the second year. (Unnecessary if project only lasts one year.)
Yr 3	Enter your projected budget for the third year. (Unnecessary if project only lasts two years.)
Yr 4	Enter your projected budget for the fourth year. (Unnecessary if project only lasts three years.)
Yr 5	Enter your projected budget for the fifth year. (Unnecessary if project only lasts four years.)
3a) % Effort	Use this spreadsheet to calculate regular salary budgets based on percentage of effort.
3b) Months	Use this spreadsheet to calculate regular salary budgets based on person months.
4) Subs	Enter all subawards into this tab. Unnecessary if there are no subawards.* *Note: Do not enter professional service budgets on this tab. For questions regarding subawards vs. professional services, contact the Office of Research early in the proposal process.

Tools & Calculators

Tab	Description
Guide	You are currently on this tab; it guides you throughout the rest of the workbook.
Full Budget	All fields auto-populate based on years 1-5 of your budget.
Tuition	Useful if including GA tuition.

Costs of Research at UNO

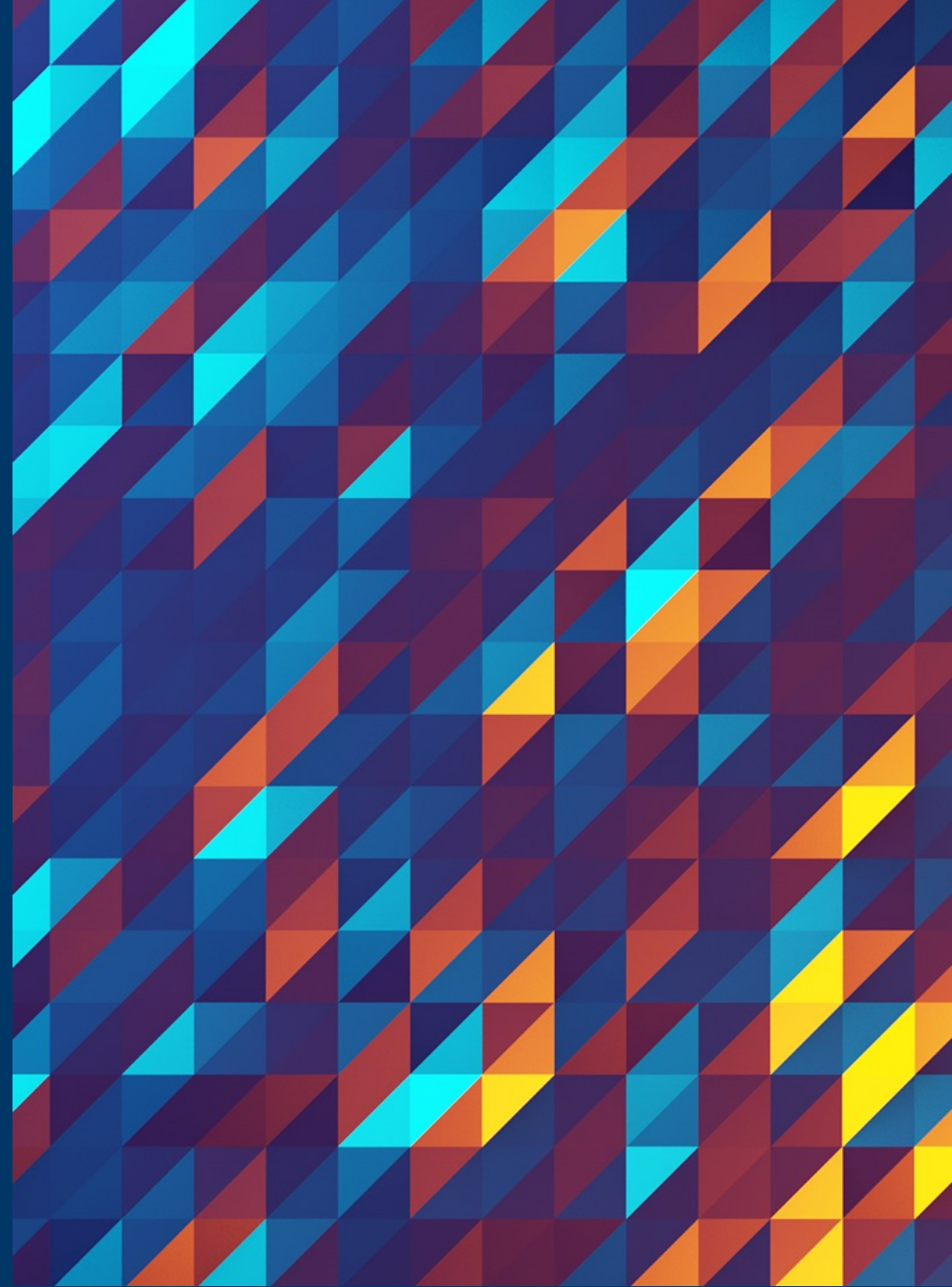
Proposals submitted through UNO must* include the following in the accompanying budgets:

- ▶ **Facility & Administrative Costs** – the cost of supporting research through the **institution**
- ▶ **Payroll Benefits Costs** – the cost of supporting UNO **employees** who conduct research

**There are some exceptions.*

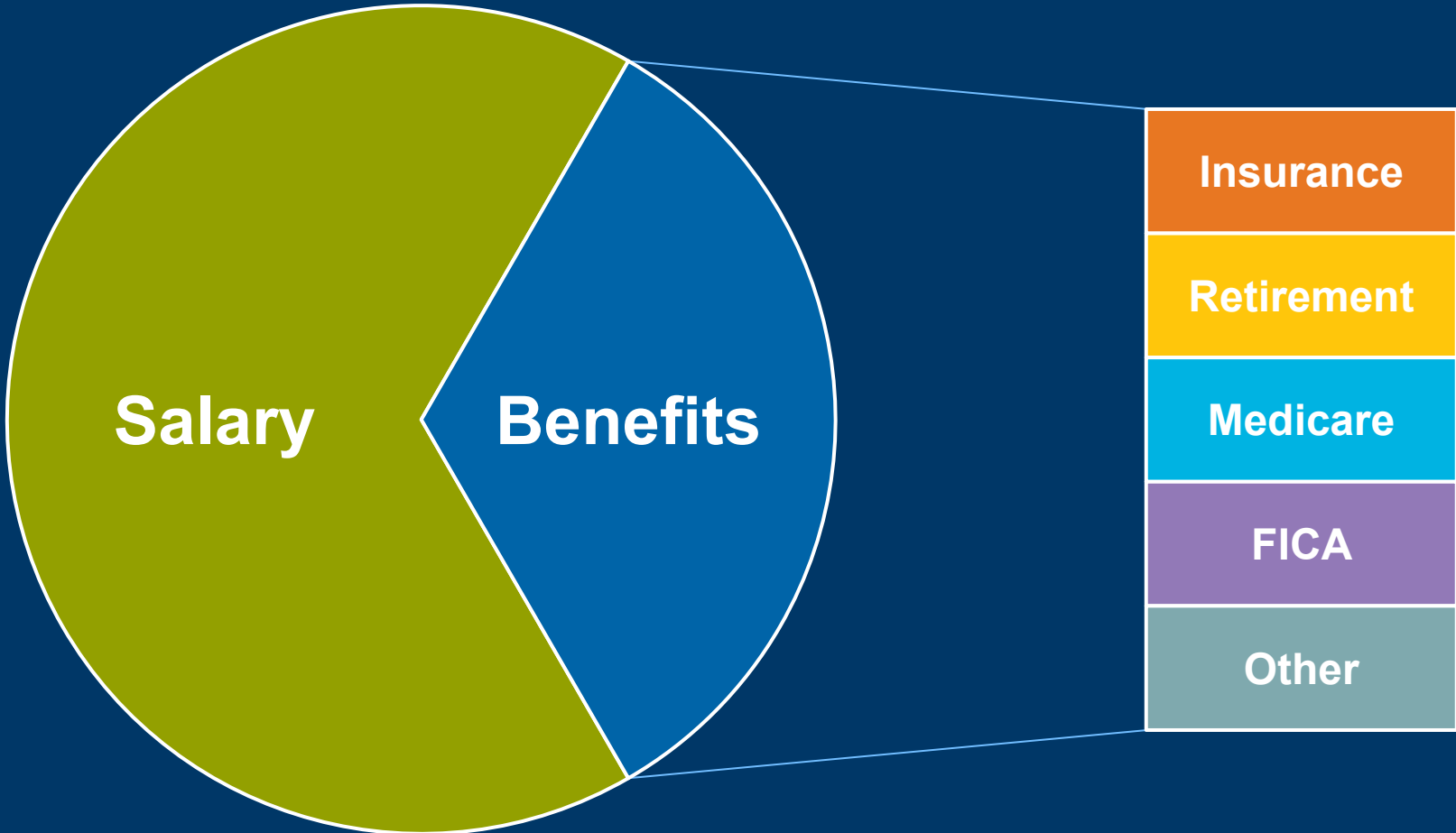
Payroll Benefits Rate

Calculated based on the salary of
UNO employees conducting
research



Payroll Benefits Rate

Average Cost of a UNO Employee



Payroll Benefits Rate

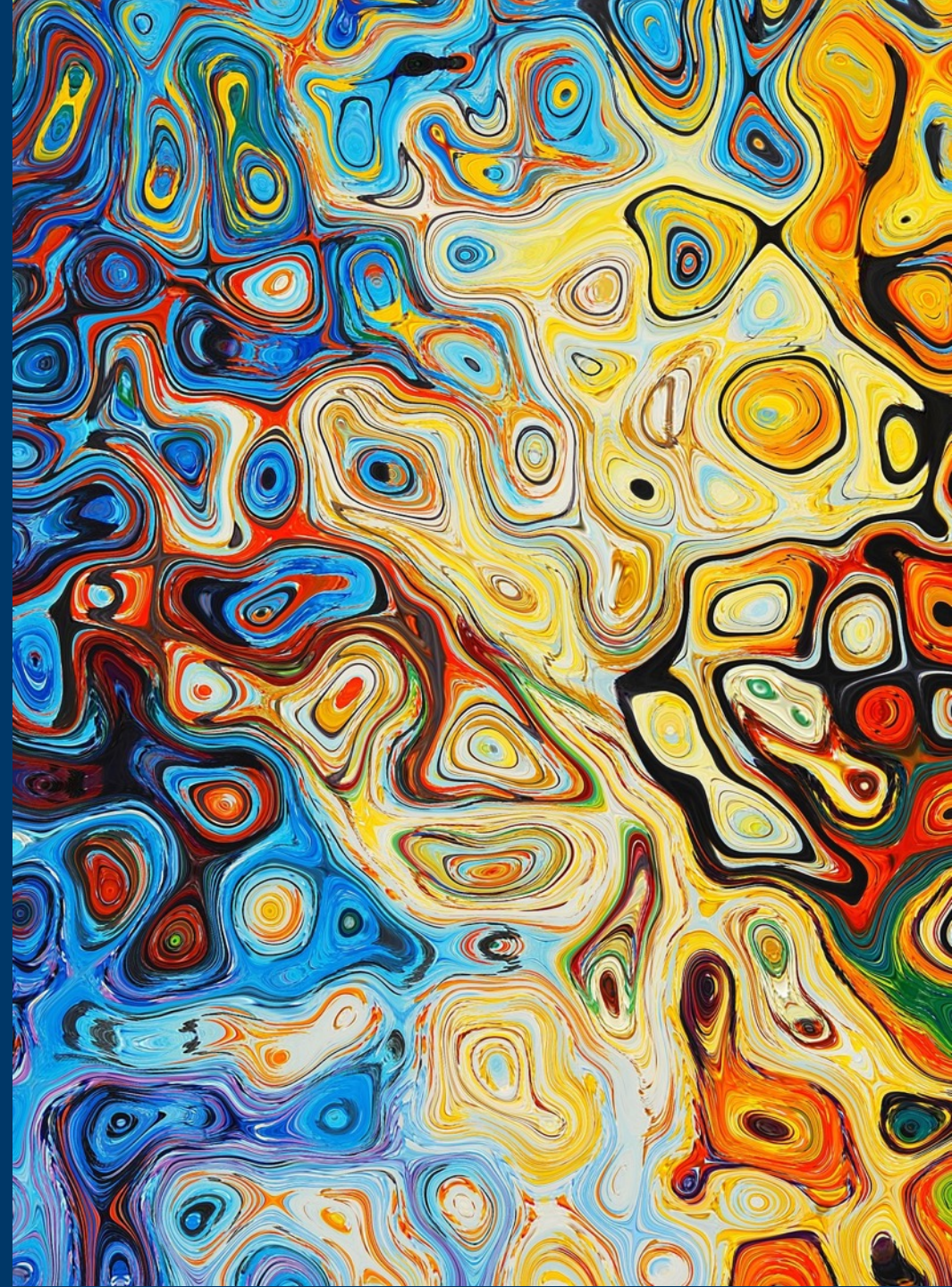
Calculated annually by through negotiation with federal agency

- ▶ Based on the average actual payments UNO makes for employee benefits over the course of employment and retirement
- ▶ Real cost that cannot be waived

Fiscal Year	Payroll Benefits Rate
2021-2022	49%
2022-2023	Under negotiation with federal agency

Facility & Administrative Costs

Also known as indirect costs



Facility & Administrative (F&A) Costs

Facility and administrative costs include the actual costs of conducting research that cannot be charged directly to an individual grant—because these costs are shared among all researchers.



Facility & Administrative (F&A) Rates

Calculated based on the *Modified Total Direct Cost (MTDC)* of the research project

On Campus: 46%

- ▶ **Facility Costs: 20%**
 - ▶ Utilities
 - ▶ Maintenance
- ▶ **Administrative Costs: 26%**
 - ▶ Human Resources
 - ▶ Administrative Staff
 - ▶ Departmental Staff

Off-Campus: 26%

- ▶ **Administrative Costs: 26%**
 - ▶ Human Resources
 - ▶ Administrative Staff
 - ▶ Departmental Staff

How We Spend Recovered F&A (1/2)

▶ **Cost Share, 2%:**

- ▶ Only provided when required by the agency or when other compelling circumstances exist

▶ **Enhancement, 25%:**

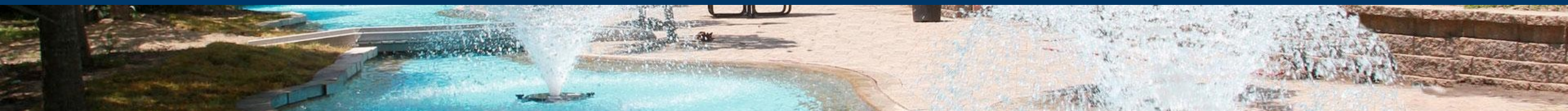
- ▶ Investments in PIs, departments, colleges, and centers/institutes

▶ **Operating Costs, 30%:**

- ▶ Predominantly staff salaries and benefits; includes some funds for office supplies, travel, program expenses

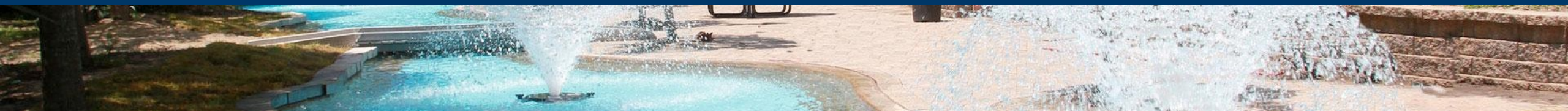
▶ **Internal Grants, 6%:**

- ▶ Awarded across disciplines



How We Spend Recovered F&A (2/2)

- ▶ **New Faculty Startup, 15%:**
 - ▶ All new faculty members, regardless of discipline, may receive startup funds
- ▶ **Student Support, 8%:**
 - ▶ Includes Tolmas Scholars/PURSUE programs
- ▶ **University Compliance, 6%:**
 - ▶ Includes human subjects, animal subjects, laboratory safety, waste disposal, export control, and other items
- ▶ **University Support, 7%:**
 - ▶ Includes campus-wide utilities



International Issues



- ▶ **Fly America Act**
- ▶ **Export Controls**
- ▶ **Foreign National Restrictions**
- ▶ **International Travel & Research**
- ▶ **Foreign Visitors to Campus**

Service Teams



THE UNIVERSITY of
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College or Unit	Grant Writer	Pre-Award	Post-Award
College of Business Administration	Bekah Cossaboom	Kendy Martinez	Jesse Sherrell
College of Engineering	Bekah Cossaboom	Kendy Martinez	Charles Chaisson
College of Liberal Arts, Education, & Human Development	Bekah Cossaboom	Kendy Martinez	Jesse Sherrell
College of Sciences	John Bishop	Kendy Martinez	Bing Leng
Dept. of Computer Science	John Bishop	Kendy Martinez	Charles Chaisson
All other units	Bekah Cossaboom	Kendy Martinez	Charles Chaisson

Contact Us

Office of Research

1005 Administration Annex Building
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New Orleans, LA 70148



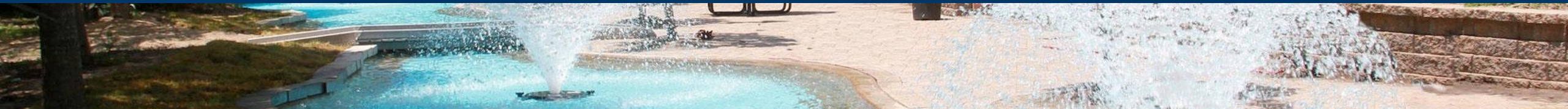
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Office Manager

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THE UNIVERSITY *of*
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Compliance Staff

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Laboratory Safety Officer

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Compliance & Training Officer

▶ **Alana Coleman**

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THE UNIVERSITY *of*
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