



Research Services Memorandum of Understanding

DIVISION NAME | PI NAME

Overview

Research Services provides administrative support and expertise to CHLA researchers throughout the project life-cycle from proposal preparation through award close out on awards. Research Services collaborates with the principal investigator (PI), his/her division administrators, and the sponsoring agency to provide administrative support to facilitate faculty pursuit of extramural funding and to ensure appropriate management of successful awards.

The following information is presented to provide optimal client customer service and clarify of the roles and responsibilities of each party.

This Memorandum of Understanding represents the operational commitment between Research Services and divisional personnel who play a role the pre-award and post-award processes. Our success depends on the cooperative effort between Research Services, the PI, and division administrators.

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KEY	
Research Services	RS
Principal Investigator	PI
Division	DIV
Division Administrator	DA
Budget Manager	BM
AA	Administrative Assistant

Pre-Award

Develop Proposal

Task	Responsible Party
Intent to Submit	
Send Funding Opportunity (FOA) link or guidelines to RS Analyst	PI
Prepare & Inform	
Inform Grants team of intent to submit	RS
Review grant solicitation and guidelines	RS
Review institutional policy against requirement for award	RS
Contact Grants team to determine limited submission eligibility	RS
Determine PI eligibility	RS
Determine internal compliance	RS
Contact PI to identify and clarify any unique restrictions and verify eligibility qualifications	RS
Collaborate & Build	
Review and document grant budget parameters, needs, and/or limitations	RS
Provide subsite contact information (if applicable)	PI
Gather budget details from PI and develop budget	RS
A study coordinator shall work with the Contracts and Clinical Research (CHLAclinicalresearch@chla.usc.edu) team Financial Analyst to prepare the patient care portion of the budget.	CRC
Provide input on draft budget	PI
Create checklist for PI based on solicitation guidelines and restrictions identifying key administrative and scientific components	RS

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Complete scientific portion of proposal	PI
Complete administrative portions of intake form and forward to PI	RS
Complete non-administrative portions of intake form and signs off)	PI
Research Services creates letter of intent and sends for approval to PI	RS
Determine potential cost sharing, prepare Cost Share form and route for signatures	RS
Determine which project will cover cost share expenses and sign Cost Share form	PI/DIV
Determine if IDC waiver is needed, prepare IDC Waiver form and send to Client for signature	RS
Provides justification for IDC request	PI
Determine if there will be program income	RS
Coordinate with PI to gather sub-award information, work with sub-award institution to gather required documentation	RS
Submit checklist, draft budget, and internal forms (Intake, Cost Share) to PI	RS
Complete associated sponsor forms, if required	RS
Complete general administrative proposal information in sponsor online application systems	RS
Reviewing scientific documents against sponsor guidelines/restrictions	RS
Review & Submit	
Route proposal to PI for final review and approval	RS
Route proposal to Grants team for final review and submission	RS
RS Analyst will send survey link to PI to provide feedback on their experience with proposal submission with RS to ensure continued optimal client customer service	RS
Note: Grants Team requires RS Analyst to submit ALL completed documents 5 business days prior to due date. Please refer to Policy - ADM-242.0 Research Agreement Applications and Proposals for Extramural-Sponsored Project Funds	
Just in Time (JIT) Activities	
Prepare and/or gather documentation and route to Grants team for review and upload onto eRACommons	RS
Budget Update Requests	
Prepare budget revisions and supporting documentation	RS
Submit revised budget to PI for final review and approval	RS

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Send revised budget to Grants team for submission	RS
Progress Report Submission	
Review financial status of award	RS
Assist PI in submission of Progress Report/RPPR; uploading required documents	RS
Route Progress Report/RPPR to Grants team to submit	RS
Incoming Award Transfers	
Develop proposal, budget and supporting documentation for submission through Grants team	RS
Contact prior institution for proposal and relinquishment information	RS
Submit proposal to PI for review	RS
Route proposal to Grants team to submit to sponsor	RS
Outgoing Grants Transfers	
Complete internal outgoing grant transfer forms and submit to Grants team	RS
Assist in completing necessary sponsor specific relinquishment forms	RS

Post-Award

Task	Responsible Party
Notice of Award (NOA) & Award Set Up	
Perform budget review, validate Notice of Award against proposed budget	RS
Review award letter and budget with PI for concerns regarding Notice of Award	RS
Follow up on any concerns regarding Notice of Award with Grants team	RS
Coordinate any required setup of multiple award, co-PIs, sub projects as needed	RS
Coordinate with PI and division to plan commitments, salary allocations and cost sharing details	RS
Communicate new salary allocation to budget manager/division administrator	RS
Coordinate with Grants team to set up Sub Awardees Agreements	RS
Award Management	
Create Purchase Order (PO) for subsite agreements	RS
Divisional creates eReqs	DIV
Submit award documentation to MediTract for awards and sub awards out	RS

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MediTract submissions not related to contracts/grants (e.g. paying vendor for services on a research project)	DIV
Review and distribute monthly Project Status Reports	RS
Schedule quarterly meetings with PI to review quarterly Project Status Reports	RS
Reconciliation of projects	RS
Review intramural funded projects balances and trends for PIs	DIV
Manage net asset/fund accounts	DIV
Accounts receivable reconciliation on extramural projects	RS
Review expenses	RS
Prepare invoices (non-patient care)	RS
Prepare invoices for human subject items in accordance with Contracts and Clinical Research (CHLAclinicalresearch@chla.usc.edu) requirements	CRC
Prepare interim financial reports	RS
Project payroll on extramural projects	RS
Check requests to pay invoices	RS
Consult with PI on need to request No Cost Time Extension (NCTE)	RS
Prepare and send No Cost Time Extension requests to TSRI Finance	RS
Prepare and send carry over request to TSRI Finance	RS
Journal entry (non-wage transfers)	RS
Salary allocation (ePAF & MAFs) to projects	DIV
Expense reimbursements (EBEs)	DIV
Determine if adjustment is required, gather correct charging instructions and prepare Non-Wage journal entry	RS
Review Requests for Advanced Spending (RAS) projects and follow up with PI and division	RS
Review and close (if applicable) encumbrances and pre-encumbrances with CHLA Purchasing	RS
Identify and communicate need for RAS set up	RS
Approve RAS forms and provide unrestricted divisional account	DIV
Effort Reporting	

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Perform effort review and reporting per CHLA deadlines	DIV
Other Project Activities	
Capital requests	DIV
Space requests/Contact Space & Facilities (tsrispace@chla.usc.edu)	DIV
Participant cash fund requests	DIV
Core usage requests	DIV
Lab management	DIV
Equipment management	DIV
Progress Reports/RPPRs	
Complete financial/administrative portion of RPPR and submit with PI approval	RS
Complete scientific/technical portion of Progress Report/RPPR	PI
Provide justification for remaining project funds	PI
Closeout	
Perform review and resolve open items	RS
90, 60, 30 days prior to project end date, communicate with PI, budget manager, and/or division administrator to initiate payroll transfers on expiring projects	RS
PI will provide correct project number for expense transfers, if needed	PI
Prepare RAS form, if applicable	RS
Prepare Residual Funds form for clinical projects	RS
Complete award closeout reconciliation of project	RS
Adhere to any final invoicing reporting or payment needed within required time frame	RS
Submit final scientific progress report	PI
Prepare and submit closeout workbook to TSRI Finance and/or Contracts and Clinical Research team for processing	RS
Submit final invention report	PI

Principal Investigator

Division Administrator

Manager, Grants and Research
Services