THE DEPARTMENT OF CONTRACTS AND GRANTS

VITERBI NEW FAULTY ORIENTATION
AUGUST 17, 2023
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OVERVIEW OF DCG SERVICES

Your Partner in Extramural Sponsored Activity, Excluding Industry Sponsored Clinical Trials

• Proposal Review, Approval and Submission
• Award Negotiation and Acceptance
• Award Set-up
• Subcontract Issuance, Negotiation and Acceptance
• Training and Education
• Develop and Maintain Positive Sponsor Relationships
THE DCG TEAM
https://dcg.usc.edu/contracts-and-grants-directory/

• Teams Serving research needs of 4 Campuses:
  • UPC
  • HSC
  • Marina: Information Sciences Institute (ISI) & Institute for Creative Technologies (ICT)
  • San Diego: Alzheimer’s Therapeutic Research Institute (ATRI)

• Centralized support
  • Outgoing Subawards
  • Award Establishment
  • Award Closeout
  • Training and Education
THE DCG TEAM SERVING VITERBI
https://dcg.usc.edu/contracts-and-grants-directory/

Teams Organized by Sponsor Type & Department/Institute

Principal C&G Officer: Amanda Reguengo
  • Team Lead
  • Customer Service Point of Contact
  • Industry, State/Local Gov’t, Int’l Sponsors & Special Agreements

Senior C&G Officer: Erin Ruml
  • Non-profit, University Sponsors

C&G Officers: Maribel Estrada and Cindy Sy
  • Federal Sponsors
  • Federal Labs
PROPOSAL SERVICES

Review, approve and submit proposals to extramural sponsors on behalf of USC and PI(s)

• Review Cayuse SP
• Ensure the proposal meets the sponsor’s submission requirements
• Review solicitation
• Verify institutional information
• Verify budget for correct rates and cost sharing
• Verify regulatory approvals, including any required trainings
• Identify and address any anticipated award terms and conditions
PROPOSAL SERVICES: ENHANCED PROPOSAL REVIEW

For final proposals submitted 3 days in advance of the sponsor’s deadline, perform a comprehensive review

DCG will conduct a comprehensive review verifying:

- Formatting: Font type and size, margins, page limits
- Completeness for inclusion of all required sections
- Budget calculations, rates and cost-sharing
- Institutional information
- Cayuse SP
- Regulatory reviews and approvals, including any required trainings
- Anticipated award terms and conditions
AWARD SERVICES

Negotiate and Accept Awards on Behalf of the University

• Appropriate classification of awards
• Track negotiations
• Provide Biweekly Updates
• Discuss and Explain Any Exceptional Terms
• Verify Regulatory Compliance (IRB, IACUC, IP-ACT, COI)
• Award Set Up in Cayuse SP
• Identify Award Information
• Identify Key Terms and Conditions
• Identify Prior Approval Requirements
POST-AWARD SERVICES

Provide post-award support, including assistance with questions and issues arising during the performance of a sponsored project.

- Interpret Terms and Conditions
- Submit Prior Approval Requests
- Issue, Negotiate and Execute Outgoing Subcontracts
- Review and Submit Supplements, Continuations, and Renewals
- Facilitate Award Closeout
Provide Training and Education to the Research Community

The C&G Curriculum
Grants Management Training (Faculty & Staff)
Cayuse SP Training
One-on-One Training (As Requested)
RESOURCES

- DCG Website:
- DCG Newsflash:
- USC Offices Responsible for Handling Agreements
- Roles and Responsibilities in Research Administration
- Cayuse SP Guide and Training Materials
COMMUNICATION AND PLANNING AHEAD ARE THE KEY!

DCG Contact Directory

DCG Office Hours via Zoom:  https://usc.zoom.us/j/98233041088
Wednesdays:  9-10 a.m.

Katie Rountree
Associate Director, DCG
rountree@usc.edu