

The background of the entire image is a photograph of a large, multi-story university building with a classical architectural style. The building features numerous arched windows and doorways, some with decorative elements. Two tall palm trees are prominent in the foreground, one on the left and one on the right, framing the building. The sky is blue with some light clouds. A semi-transparent white rectangular box is overlaid on the left side of the image, containing the text.

THE DEPARTMENT OF CONTRACTS AND GRANTS

VITERBI NEW FACULTY 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





TRAINING AND DEVELOPMENT

Provide Training and Education to the Research Community

TRAINING & DEVELOPMENT



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