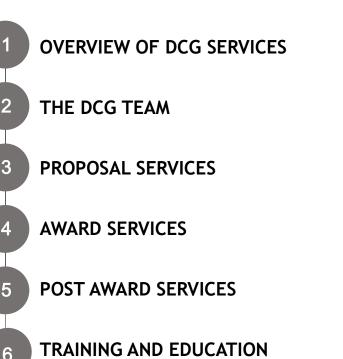


THE DEPARTMENT OF CONTRACTS AND GRANTS

VITERBI NEW FAULTY ORIENTATION AUGUST 17, 2023

CONTENTS









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



The C&G Curriculum

Grants Management Training (Faculty & Staff)

Cayuse SP Training

One-on-One Training (As Requested)



RESOURCES

- DCG Website:
- <u>DCG Newsflash</u>:
- USC Offices Responsible for Handling Agreements
- Roles and Responsibilities in Research Administration
- <u>Cayuse SP Guide and Training Materials</u>





COMMUNICATION AND PLANNING AHEAD ARE THE KEY!



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

> Katie Rountree Associate Director, DCG <u>rountree@usc.edu</u>

