THE DEPARTMENT OF CONTRACTS AND GRANTS (DCG)

VITERBI NEW FAULTY ORIENTATION
AUGUST 16, 2024

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USC University of Southern California

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 Subaward Team

  - Award Establishment Team (AE)

  - Award Closeout Team

  - 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: Dragana Davidovic

- 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

• Review terms and conditions

• Negotiate terms and conditions with sponsor.

• Provide updates to PIs and School on the status of negotiations

• Confirm acceptance of exceptional terms and conditions.

• Approve award terms and conditions and if applicable, execute award/agreement.

• Confirm that regulatory compliance approvals are in place.

• Enter award information in Cayuse SP system.

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.

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