



# Sponsored Research Basics

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## Responsibilities

- Principal Investigators are in charge of technical and financial aspects of projects
- Researchers should work with administrators to help PIs
  - Prepare and submit proposals with achievable scope and accurate budgets
  - Submit technical reports on time
  - Follow federal cost principles



# Proposal Creation

- Proposals are reviewed for overall impact and influence over the research fields involved.
- Research misconduct can occur if there is fabrication or falsification in grant proposals.



# Proposal Budgets

- Work with your grants administrator
- Download budget template here:  
<http://bit.ly/budgettoolkit>
- Federal sponsors require the use of federal cost principles

# Cost of Doing Research

Direct Costs  
+ Indirect Costs  
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= Project Costs





# Federal Cost Principles

- Anything budgeted or charged directly to a federal grant must be
  - Allocable
  - Allowable
  - Reasonable
  - Consistently charged as direct costs across the area covered by the Indirect Cost Rate (Harvard has Three)

## Costs Normally Considered F&A

- administrative & clerical salaries & fringe
- books & subscriptions
- conference fees
- hazardous waste disposal
- membership dues
- office supplies
- personal computers
- postage & shipping
- proposal preparation
- software- general
- telephone & fax service (basic costs)



# Proposal Submission

- Work with your grant administrator to create the best proposal possible
- Best Practice: send proposal for review 5 days prior to sponsor due date
- Proposals are ultimately submitted via the university's Office for Sponsored Programs (OSP)



## Extra Prep Time Needed For...

- Collaborations with other departments or institutions
- Large, complicated projects
- Newsworthy projects

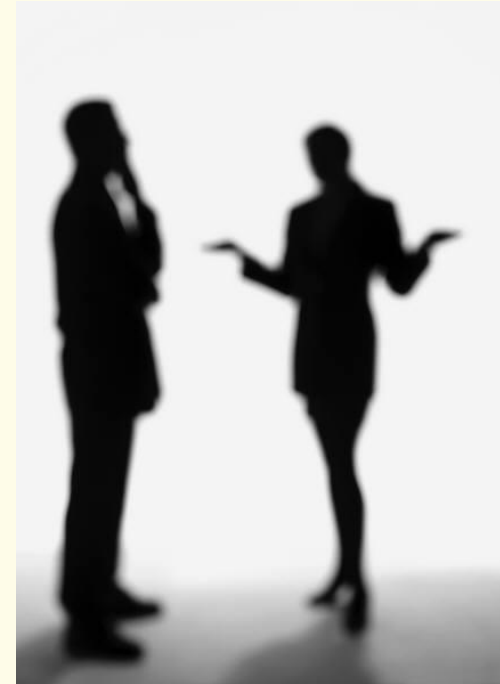
**Work with Your Grants Administrator**



# Award Management

- Work with your PI and Administrator to...
  - Monitor work of outside collaborators
  - Keep track of when protocols will need to be renewed
  - Provide justification for everything charged directly to any grant
  - Charge expenses to the right grant to begin with

**Most Important..**



**When in Doubt, Ask.**

(It'll save you time in the long run!)



# Who should you ask?

- lab administrator
- departmental grant administrator
- school research office

# Faculty of Arts and Sciences Research Administration Services

- Finding Funding, Research Oversight & Compliance, [IRB](#), [IACUC](#), & Award Administration
- Website: [http://bit.ly/fas\\_ras](http://bit.ly/fas_ras)
- Karen Woodward Massey  
Director of Education and Outreach  
[kwmassey@fas.harvard.edu](mailto:kwmassey@fas.harvard.edu)

# Harvard School Resources

- [FAS Research Administration Services](#)
- [SEAS Research Administration Office](#)
- [HGSE Office for Sponsored Projects](#)
- [HKS Research Central](#)
- If not listed above... see next page



# Central Resources

- [Office for Sponsored Programs](#)
- [Office of the Vice Provost for Research](#)
- [Office for Technology Development](#)



## If All Else Fails...

- [University Ombudsman](#) - an independent, neutral and confidential place to discuss academic and workplace issues and concerns
- [University Compliance Website](#) - 24/7 and anonymous