

SPA PRESENTATION~LIAISON MEETING 12/5

UPDATES

1. Research Terms & Conditions:
 - a. ARO ARTICLE 17-Foreign Travel Reporting Requirement:
Foreign travel no longer requires prior approval, but PI must submit trip report to Grants Officer 30 days after trip completion.
2. Revision of NSF PAPPG-(NSF 09-1), effective January 5, 2009.
Includes the following two notable changes:
 - a. Mentoring Requirement for Postdoctoral Research Fellows-any proposal that funds postdocs must have a section within the Project Description outlining the mentoring activities that will be provided to the postdocs in the course of the project.
 - b. Senior Project Personnel Salary

*See handout for details on changes.

REMINDERS

1. When sending any documents to our office, must use an OR Information Sheet on Green paper, with **correct** SPO team, record number, and action type filled in (e.g. proposal vs. finals vs. revised budget, etc.)
 - a. You can either save on your desktop w/ SPO team info filled in to update w/ record number & action info and print out each time or print a stack of pre-filled forms to grab.
 - b. Available on the SPO Matrix on our website at:
http://www.research.ucsb.edu/s_p/proposal_preparation.shtml
2. Do not send pieces of a proposal separately or via email—send a complete hardcopy for our review at one time.
3. Please observe our three-day proposal review time frame, to allow for a proper review.

4. ALL proposal submissions must go through SPO, not TIA. TIA does not handle any proposal processing.
5. If a proposal needs an original cover page signature, need to provide an original for SPO to retain, in addition to however many originals the sponsor requires.
6. Subaward paperwork must be provided to SPO PRIOR TO submission of proposal.
7. Double check all subaward proposal forms to make sure they are completed and that all required forms are included.
8. Double check that COI forms are completely filled out-title, dollar amount, POP match data sheet, and ALL questions are answered.
10. Use MOST RECENT record number when referencing a file in an email or other correspondence.
11. Read the award document in full, don't just rely on synopsis condition codes.