



## CSU Bakersfield

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Academic Affairs

# OFFICE OF GRANTS, RESEARCH, AND SPONSORED PROGRAMS

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## *SERVICES & SERVICE UNITS*

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The Office of Grants, Research, and Sponsored Programs (GRaSP) currently offers the CSUB community, grants and research support services that are organized into five basic service categories, each provided by a service unit within the Office. The services are:

1. Sponsored Programs Development (pre-award) Services
2. Sponsored Programs Management (post-award) Services
3. Research Compliance Services
4. Intellectual Property and Technology Transfer Services
5. General Sponsored Programs Administration Services.

Specific members of GRaSP staff have been assigned to each service category, and this document is designed to assist CSUB faculty, staff, and students, gain better access to these services.

Faculty, staff, and students are encouraged to contact directly, by phone or email, the GRaSP staff deemed most likely to address the specific sponsored program needs at hand. If there is any uncertainty regarding who to contact for service, please call the GRaSP Office (x2231) for assistance.

The Associate Vice President for GRaSP strongly encourages the CSUB community to contact him directly, should there be any difficulty accessing and engaging GRaSP services.

The following is a brief description of the categories of services and the staff members to contact for these services.

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## 1. SPONSORED PROGRAMS DEVELOPMENT SERVICES

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GRaSP accomplishes its Sponsored Programs Development (SPD) functions through user-friendly staff activities and services such as:

### A. Funding Searches

Members of SPD staff

- Meet with individual faculty and staff to determine research interests and to identify and forward funding information to faculty and staff relating to those interests
- Perform searches of funding opportunity databases to identify potential funding sources for cross-departmental and University-wide initiatives
- Meet with faculty to enroll them in an automated faculty profile/funding notification system
- Perform searches to match faculty interests with funding opportunities

### B. Proposal Development

Members of SPD staff

- Develop and implement methods to encourage participation of faculty and staff in research and sponsored programs
- Interact with faculty to assist with proposal development and to establish a proposal preparation timeline that meets the submission deadline
- Facilitate collaborations among faculty members as needed/requested to strengthen proposals
- Review funding agency guidelines to determine CSUB's eligibility to participate in the funding program and to ensure that proposals are responsive to guidelines
- Review university commitments for cost sharing and for appropriateness and allowability
- Review and edit proposals for content, spelling, grammar, format, accuracy and appropriateness. Ensure adequate statement of work. Ensure compliance with agency and university regulations
- Create budgets and cost proposals ensuring use of appropriate rates (fringes, travel, F&A) with faculty input and to ensure funding requested is adequate to perform each proposed project
- Complete internal and agency forms in MS Word/Excel, Adobe PDF, or upload into funding agency proposal submission

- Edit administrative portions of proposals including information about university resources, and other support
- Work with PI and subcontractors, when CSUB is the lead institution, to procure subcontractor proposals including letter of commitment, statement of work, and budget
- Work with principal investigators to develop statements of work and deliverables for subcontracts, when CSUB is a subcontractor on a project
- Obtain university-level approval and submit proposal via hardcopy or electronic submission
- Follow up with funding agencies to obtain funding decisions
- Notify Principal Investigators of declined proposals and encourage resubmission when appropriate
- Make data entry into the proposal tracking system
- Maintain Sponsored Programs Development files

### **C. Outreach and Reporting**

#### Members of SPD staff

- Develop materials and participate in presentations and workshops related to proposal development
- Assist with setting internal policies and procedures as related to sponsored projects
- Market GRASP events and services
- Update and maintain SPD/GRASP web site
- Submit Sponsored Programs related news announcements to CSUB Public Relations Office
- Assist the AVP in the creation and production of GRASP publications (annual reports, etc.)
- Develop and maintain a proposal tracking system and intellectual property databases
- Create reports for internal and external uses
- Meet with departments on campus to increase awareness and value of our services through project creation and implementation
- Represent GRASP at campus community events
- Serve as pre-award liaison between potential PI and funding agency
- Conduct workshops about research and sponsored programs for the university community
- Facilitate faculty mentoring of students through grant-funded projects

#### **D. Award/Contract Negotiations**

The Director of Sponsored Programs Development assists the Senior Grants Analyst/Compliance and the Procurement Office to

- Locate and interpret federal regulations (FAR, CFR, etc.), state statutes, local and private agency terms and conditions as well as University policies to determine acceptability
- Review and negotiate terms and conditions of award documents, contracts, subcontracts, and modifications with sponsoring agencies and subcontractors, to ensure accuracy and appropriateness of terms and conditions with the goal of ensuring that the University, the Auxiliary, and the Principal Investigator, can meet award terms
- Create contracts, agreements, and modifications for funded sponsored projects
- Inform principal investigators of award terms and conditions and communicate the importance of PI compliance with the terms and conditions
- Work with principal investigators to develop statements of work and deliverables for contracts
- Work with principal investigators to revise budgets and clarify any conflicting information.

#### **E. SPD Staff**

Vincent Oragwam, Director, Sponsored Programs Development

(x2233), [voragwam@csub.edu](mailto:voragwam@csub.edu)

Manuel Barrera, Grants Analyst II

(x3534), [mbarrera@csub.edu](mailto:mbarrera@csub.edu)

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## 2. SPONSORED PROGRAMS MANAGEMENT SERVICES

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GRaSP maintains Sponsored Programs Management (SPM) functions through professional and supportive services in the monitoring of regulatory compliance, the review and negotiation of the terms and conditions of awards and contracts, and the provision of an array of fiscal compliance services pertinent to effective grants management.

### A. Compliance Services

Members of SPM staff

- Initiate award paperwork for Principal Investigators/Project Directors (PIs/PDs)
- Review, approve, and process all documents received from the PI/PD related to expenditures, including all hiring documents
- Serve as liaison between PI/PD, the sponsoring agency, and the campus business units
- Provide interpretation and implementation of government, university, and sponsor regulations and policies
- Monitor grant expenditures for compliance with applicable regulations, policies, and procedures
- Initiate and circulate Time and Effort Certification Reports (CERTs) to PIs/PDs and/or Coordinators
- Review returned CERTs from PIs/PDs and/or Coordinators
- Request and review Risk Assessment documentation from potential new subcontractors
- Request and review annual updated A-133 or Financial Statements from Subcontractors
- Review fiscal and technical reports and work with PIs/PDs and/or Coordinators to ensure timely submission to agencies
- Review and submit all requests for changes to project scope and/or budget to funding agencies on behalf of PIs/PDs
- Provide periodic one-on-one as well as group training workshops
- Represent the institution and PIs/PDs in grant audits and financial-related site visits

## **B. Awards and Contract Negotiations**

Members of SPM staff

- Locate and interpret federal regulations (FAR, CFR, etc.), state statutes, local and private agency terms and conditions as well as University policies to determine acceptability of awards and contracts
- Review and negotiate terms and conditions of incoming and outgoing award documents, contracts, subcontracts, and modifications, with sponsoring agencies and subcontractors, to ensure accuracy and appropriateness of terms and conditions with the goal of ensuring that the University, the Auxiliary, and the Principal Investigator, can meet award terms
- Create contracts, agreements, and modifications for funded sponsored projects
- Inform principal investigators of award terms and conditions and communicate the importance of PI compliance with the terms and conditions
- Review Subcontractor Risk Assessments and annual A-133 or Financial Statements to determine adequacy and compliance
- Work with principal investigators to develop requests for no cost extensions and for changes in scopes of work and/or project effort
- Work with principal investigators to revise budgets and clarify any conflicting information
- Work with Procurement Services to secure execution of agreements incoming to and outgoing from the Institution
- Submit requested changes to agreements and/or awards to the sponsoring agency

## **C. Financial Services**

Members of SPM staff

- Prepare and submit invoices to, and/or drawdown of funds from, funding agencies
- Maintain inventory of grant-related fixed assets and sensitive items
- Prepare payroll journal entries
- Represent the institution and PIs/PDs in grant audits and financial-related site visits
- Provide periodic one-on-one as well as group training workshops
- Facilitate the development and negotiation of Facilities & Administrative Costs Rate
- Prepare and submit fiscal reports to the Chancellor's Office and funding agencies

#### **D. Sponsored Programs Management Staff**

Lead Staff: Daphne (Dee) Evans, Sr. Grants Analyst/Compliance & Contracts  
(x2253), [devans6@csub.edu](mailto:devans6@csub.edu)

Compliance Analysts: Amy Young, Grants Analyst/Fiscal Compliance  
(x2578), [ayoung23@csub.edu](mailto:ayoung23@csub.edu)

Alicia Valenzuela, Grants Analyst/Fiscal Compliance  
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Guadalupe Gonzalez-Yopez, Grants, Analyst/Fiscal Compliance  
(x2232), [ggonzalez78@csub.edu](mailto:ggonzalez78@csub.edu)

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### 3. RESEARCH COMPLIANCE SERVICES

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GRaSP offers Research Compliance services through a dedicated staff working in concert with the CSUB Faculty Research Ethics Review Coordinator.

#### A. Services

Research Compliance staff:

- Provides administrative support to the IRB (Institutional Review Board) & IACUC (Institutional Animal Care & Use Committee) & provides assistance to faculty, staff and students with questions regarding submission of research protocols to the IRB or IACUC for review
- In collaboration with the Research Ethics Review Coordinator, monitors compliance with regulations for human subjects and animal care & use in research for faculty, staff, and student participation in University programs
- Monitors research compliance in student and faculty research funding programs through compliance review of applications for internally funded programs such as: TSSR-Travel Support for Student Research, SRS-Student Research Scholars, SRC-Student Research Competition, RCU-Research Council of the University Faculty Mini-Grants
- Provides support for the *Human Subjects Protection* Training Program & maintains related training records
- Provides support for the *Humane Care and Use of Animal Subjects in Research* Training Program & maintains related training records
- Provides support for the RCR (Responsible Conduct of Research) Training Program and maintains related training records
- Provides support for the COI (Conflict of Interest) Training program (in collaboration with the Filing Office) and is responsible for monitoring compliance and maintenance of records
- Provides support for UAV-Unmanned Vehicle System research compliance
- Works with Sponsored Programs Development Services and Sponsored Programs Management Services to monitor compliance with IRB, IACUC, RCR, COI, & UAV regulations on grant funded projects

#### B. Research Compliance Staff:

Gwendolyn Parnell, Research Compliance Analyst (x6712), [gparnell@csub.edu](mailto:gparnell@csub.edu)



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#### **4. INTELLECTUAL PROPERTY & TECHNOLOGY TRANSFER SERVICES**

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GRaSP provides supporting Intellectual Property & Technology Transfer (IPATT) services to enable faculty, staff, and students to disclose, protect, and manage patentable intellectual property.

#### **C. Services**

IPATT staff:

- Reviews and processes invention disclosures
- Facilitates the application for patents
- Facilitates the development of sponsored projects with industry
- Facilitates the marketing of CSUB technology.

#### **D. IPATT Staff:**

Imeh Ebong, Associate Vice President

(x2231), [iebong@csub.edu](mailto:iebong@csub.edu)

Vincent Oragwam, Director, Sponsored Programs Development

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## 5. GENERAL SPONSORED PROGRAMS ADMINISTRATION

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The Office of the Associate Vice President (AVP) for Grants, Research, and Sponsored Programs is responsible for the coordination and management of all GRaSP functions and services. The general sponsored programs administrative (GSPA) services of the Office of the AVP involve:

### E. Services

- Overview & Coordination of GRaSP Services
- Development of Policies & Procedures
- GRaSP Personnel & Budget Management
- Faculty Research Support/RCU
- Facilities & Administrative Cost Rate Negotiation with Funding Agencies
- Administrative Overview of Centers and Institutes
- GRASP Data & Website Management
- GRASP Events Management
- Operation of the CSUB Auxiliary for Sponsored Programs Administration
- Coordination of GRaSP Services with Business and Administrative Services

### F. GSPA Staff:

Imeh Ebong, Associate Vice President

(x2231), [iebong@csub.edu](mailto:iebong@csub.edu)

Sonia Cuellar, Assistant to the Associate Vice President

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