Multicampus Proposals

Jordan Brown, Proposal Coordinator
Office of Sponsored Programs
What is a Multicampus Proposal?

• A proposal that is collaborative with another UT System Campus
  • Health Science Center, Space Institute, Institute of Agriculture, Chattanooga, Martin, or Institute for Public Service

• Proposals submitted with a UT System Campus are submitted as one proposal to the sponsor.
A Multicampus Proposal is not...

- A subcontract
- Consultant
  - Fiscal Policy FI0420 States
    - “Contracts with current employees of the State of Tennessee (including The University of Tennessee and Tennessee Board of Regents) for goods or services are prohibited.”
Submitting a Multicampus Proposal

- Each campus will create a Cayuse Proposal for their portion of the project
- Lead Campus will create a project to link the individual proposals.
- One application will be submitted to the sponsor by the lead Campus
Knoxville is Lead Campus

- Cayuse – Subcontract Tab

**Subcontractors**

If this proposal involves subcontractors (for which funds are requested), please add them below by typing the subcontractor's name into the text field and clicking "Search". Provide the following information on the Attachments screen:

1. Subcontractor's Statement of Work
2. Subcontractor's Detailed (line item) Budget
3. Subcontractor's Budget Justification
4. Subrecipient Commitment Form signed by an authorized official of the subcontractor's institution.
   - Contact your campus pre-award office or access a copy of your campus' subaward commitment form [here](#).
5. Letter of Commitment signed by an authorized official of the Subcontractor’s Institution (Needed only if the sponsor requires it)

**Federal Funding Accountability & Transparency Act (FFATA)**

If this project is a federal award that involves any first-tier subawards of $25,000 or more, the project may be subject to FFATA which requires certain information to be reported on subawards that exceed the $25,000 threshold.

**Note:** If no subcontractors are proposed, please click the No Subcontractors button to complete this section.

**Add Subcontractor**

Subcontractor: 

Add Subcontractor

**List of Subcontractors:** (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

No Subcontractors  Reset
Knoxville is Lead Campus

Cayuse - Budget Tab
• Budget Amount should be for UTK cost ONLY

Cayuse Submission Notes
• Provide details for sister campus proposal
Knoxville is Not Lead Campus

Cayuse General Tab

- **Sponsor** – The prime sponsor, not the lead sister campus

- **Submission Method** - Name and Email address of lead campus Proposal Coordinator
Knoxville is Not Lead Campus

Cayuse General Tab Continued

• **Due Date**
  • When would the lead campus like our final budget by?

Cayuse - Budget Tab

• **Budget Amount should be for UTK cost ONLY**
Knoxville is Not Lead Campus

Cayuse Submission Notes

- Provide details for sister campus proposal

Recorded By: John Schwartz
Date: 11/15/2017

Please note, Andrea Ludwig is the PI for this proposed research/training and UTIA will be the primary grantee. The budget and budget justification I generated was for Schwartz only, for the UTK portion of the grant. The attached proposal contains a draft of the entire budget but that has to be worked out by UTIA, to get the correct 40-60 match that is required by the sponsor. The UTIA Sponsored Program contact is Ms. Kathy Dalton, kdalton1@utk.edu.
Questions

- OSP Proposal Team
  - David Smelser - dsmelser@utk.edu
  - Jennifer Benson - jennifer.benson@Tennessee.edu
  - Jordan Brown - jordan.brown@utk.edu
  - Nicole Bryant – bryant@utk.edu
  - Kiley Compton – kcomptol@utk.edu
  - Marie Penn – marie.penn@utk.edu
  - Stacey Wade – swade@utk.edu
Multi-Campus Awards: Agreements
Multi-Campus Awards

• Which UT system campus is the lead campus?
Multi-Campus Awards

• Which UT system campus(es) is(are) the **child** campus(es)?
Lead Campus

- Research office at lead campus receives award agreement from sponsor
  - Notifies child campus award received
  - Processes and reviews award
Lead Campus

• Point of contact with sponsor for all UT system campuses named in award
Lead Campus

• Provides child campus with a copy of sponsor’s award agreement documents
• Asks child campus to provide their comments and redlines
• Negotiates award agreement with sponsor on behalf of all UT system campuses named in award
Lead Campus

• Authorized official at lead campus signs award agreement
Lead Campus – Cayuse Award A18-xxxx-001 and A18-xxxxx-002

• Already created “shell award” at proposal time linking multi-campus proposals

• Once award agreement fully executed:
  • Completes award information for their part of award in sequences -001 and -002
    • Attaches executed award agreement to -001
    • Only attaches G/L Budget for their portion of award to -001
Lead Campus

- Sends R account request to their accounting office
- Lead campus R account is parent account
Lead Campus

• After creating Cayuse SP award sequences -001 and -002 and obtaining parent R account #, then lead campus research office sends each child campus research office a signed internal UT Award Notice form for their part of the award.
Child Campus

• Receives signed internal UT Award Notice form and copy of executed award agreement from lead campus research office
Internal UT Award Notice Form

- Child Campus Name & Info
- Lead Campus Name & Info
- Prime Funding Agency Name
- Lead Campus R Account #
- Project Title
- Cayuse proposal & award #s
- Amount awarded to Child Campus
- Period of Performance
- Child Campus Principal Investigator Name & Info
- Lead Campus Contact Name & Info
- Lead Campus Research Office Director Signature & Date
Example – Internal UT Form

Award Notification
(For UT Internal Purposes Only)

The purpose of this form is to provide award information when a UT campus is the lead and there is a child account for another UT campus.

Applicant (Child): The University of Tennessee-Knoxville
Address: 1534 White Avenue
Phone: 865-974-3466

Funding Agency (Lead/Parent): The University of Tennessee, Space Institute (UTSI)
Address: Office of Research
        411 B H. Goethert Parkway, Tullahoma, TN 37388-9700
Phone: 931-393-7212

Prime Funding Agency: DOD - Office of Naval Research

UTSI Parent WBS No.: R024427020

Project Title: A Systematic Characterization of the Structure and Dynamics of Transitional Shock/Boundary Layer Interactions

Amount of Award for Child Account: $50,000

Performance Period: 06/01/2015-05/31/2018

Child Account PI: Ryan Glasby
Department: UT Joint Institute for Computational Services
Phone: 614-661-2662
Email: ryan-glasby@tennessee.edu

UTSI Contact Person: Joyce Moore
Department: Office of Research
Phone: 931-393-7212
Email: jmoore@utsi.edu

Campus Research Office Director (or designee):

Signature: Joyce Moore Date: 5/27/15

Name: Joyce Moore
Child Campus

- Receives signed UT Award Notice and copy of sponsor’s award, then creates their own award sequences in Cayuse SP
- Award sequences will be under lead campus already existing Cayuse SP award number
- Child campus award sequences will be award sequences after -001 and -002
Child Campus

• Creates their own award sequences in Cayuse SP, then sends R account request to their accounting office

• Child campus R account is child account under lead campus parent account
Cayuse SP –
Total Award Amount

• Project page shows TOTAL award amount (both obligated and anticipated amounts)
• Lead campus will always be named as administrative unit on project page
• All UT system campuses involved on project listed under Multi-Campus tab
• Individual award sequences show each campus’s portion of sponsor’s total award
Cayuse SP Screenshot – Project Page lists Lead Campus

![Project Administration Screenshot](image.png)

<table>
<thead>
<tr>
<th>Project No: A18-0123 (Prime Acct: R024427031)</th>
<th>Lead Pl: <strong>John Schmisseur</strong></th>
<th>Project Dates: 11/16/2017 - 10/20/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager:</td>
<td>Campus: <strong>Space Institute</strong></td>
<td>Total Anticipated: $4,249,982.00</td>
</tr>
<tr>
<td>Project Title: <strong>Reusable Hypersonic Vehicle Structures</strong></td>
<td></td>
<td>Total Obligated: $4,249,982.00</td>
</tr>
</tbody>
</table>

**General**

- **Admin Title:** Reusable Hypersonic Vehicle Structures
- **Admin Unit:** UTSI MABE Program
- **PI:** John Schmisseur
- **Start Date:** 11/16/2017
- **Sponsor:** University of Dayton Research Institute
- **F&A Activity Type:** Applied Research

**Proposal**

- **Project Status:** Active
- **Project Type:** Confidential: No
- **Primary Admin Contact:** Tammy Johnson
- **Start Date:** 11/16/2017
- **End Date:** 10/20/2020
- **Prime Sponsor:**
- **Instrument Type:** Subaward - Money In
- **Agency Program Designation:**
- **External System ID:**
The Prime Campus is always the campus of the Admin Unit. You may add Participating Campuses to this Project, allowing administrators at these campuses to view the Project and all of its associated Proposals, Awards, Subcontracts, and Accounts.

**Prime Campus:** Space Institute

**Other Participating Campus:**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Campus Name</th>
<th>Proposals</th>
<th>Awards</th>
<th>Subcontracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Chattanooga</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Knoxville</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

View 1 - 2 of 2
Cayuse SP Screenshot – Award Sequences (Project Page)

The project is titled "Reusable Hypersonic Vehicle Structures" and has a total anticipated amount of $4,249,982.00. The project is led by John Schmisseur and is associated with the Space Institute campus.

The Awards section shows a total of 6 awards:
- **A18-0123-001**: RSC17067, $2,265,504.00, New, Obligated, 1/16/2017 - 10/20/2020, Space Institute, UTSI MAPE Program, Active.
- **A18-0123-002**: RSC17067, $2,265,504.00, New, Anticipated, 1/16/2017 - 10/20/2020, Space Institute, UTSI MAPE Program, Active.
- **A18-0123-003**: $893,239.00, New, Obligated, 1/16/2017 - 10/20/2020, Chattanooga, Engineering-SIM Center, Active.
- **A18-0123-004**: $893,239.00, New, Anticipated, 1/16/2017 - 10/20/2020, Chattanooga, Engineering-SIM Center, Active.
- **A18-0123-005**: RSC17067 (UTK), $1,391,239.00, New, Obligated, 1/16/2017 - 10/20/2020, Knoxville, Mech Aero&Biomed Engineering, Active.
- **A18-0123-006**: RSC17067 (UTK), $1,391,239.00, New, Anticipated, 1/16/2017 - 10/20/2020, Knoxville, Mech Aero&Biomed Engineering, Active.

The awards are listed with their respective sponsors and amounts, indicating the financial allocation and status for each award.
Questions?
Thank You!

If you have any questions, please contact:

• Tara Halstead thalstea@utk.edu (865)-974-8795
• Office of Sponsored Programs OSP@utk.edu (865)-974-3466
Which Campus is the Lead?

• If UTK PI submitted proposal, then UTK is the Lead

• If other campus PI submitted proposal, then other campus is the Lead
Lead Campus Responsibilities - UTK

• UTK is the Lead

  – Other campus is the child
  – UTK will invoice/draw, prepare the financial reports, and handle the closeout
  – UTK Accountant responsible for all financial communication with the sponsor
  – Current Sponsors include USGS, NIH, NSF, UT-B, USDA, State of Tenn., etc.
Example of UTK Campus as the Lead

<table>
<thead>
<tr>
<th>Project Structure: Description</th>
<th>Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA NIFA 2017-67007-26150 Wu</td>
<td>R011344667</td>
</tr>
<tr>
<td>USDA NIFA 2017-67007-26150 Qi</td>
<td>R011344668</td>
</tr>
<tr>
<td>USDA NIFA 2017-67007-26150 Cao</td>
<td>R011344669</td>
</tr>
<tr>
<td><strong>USDA NIFA 2017-67007-26150 Almeida</strong></td>
<td><strong>R111616193</strong></td>
</tr>
<tr>
<td>USDA NIFA 2017-67007-26150 Eda Ag</td>
<td>R112219742</td>
</tr>
<tr>
<td>USDA NIFA 2017-67007-26150 Almedi</td>
<td>R116515126</td>
</tr>
<tr>
<td>USDA NIFA 2017-67007-26150 Almedi</td>
<td>R117015029</td>
</tr>
</tbody>
</table>
Lead Campus Responsibilities – UTIA Campus

• UTIA Campus is the Lead

– UTK is the child
– UTIA will invoice, prepare the financial reports, and handle the closeout
– SPA submits draw for certain sponsors
– UTIA Accountant responsible for all financial communication with the sponsor
– Sponsors include USDA, U.S. Dept. of Interior, UT-B, etc.
Example of UTIA Campus as the Lead
SPA and Smaller Campus Relationship

• UTSI reports to UTK, therefore, SPA manages all awards for UTSI

• Chattanooga and Martin campuses manage their own awards

• SPA submits draw requests for Chattanooga; Martin submits their own

• SPA submits UTIA campus draw requests for major sponsors – NIH, NSF – even if UTK is not involved with project
Account Creation Issues

- Each child account could have different F&A rate
- UTK and UTIA set up their own child accounts
- SPA creates and modifies all UTSI accounts
- Other campuses create and modify their own WBS elements and budgets
Compliance – if UTK is not the Lead

- CJ20N Accountant is responsible for Compliance Reviews

- CJ20N Bookkeeper is responsible for ensuring allowable, allocable, and reasonable expenses on their accounts
Account Closeout Issues

- Multi-campus awards can be more difficult to closeout
  - SFCs (UTK and UTSI) must be returned in timely manner for final invoices to be processed
  - SPA requires SFCs for all of other campus’ NIH and NSF awards (Lead or not Lead) for accurate final draws
  - Cost sharing can complicate closeout
• Communication is key!