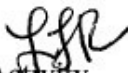




# TEXAS A&M UNIVERSITY CORPUS CHRISTI

To: Principal Investigators, Business Coordinators & Administrative Assistants

From: Laura Leal Rosales, CRA, Ed.D.   
Director of Research & Scholarly Activity

Date: January 15, 2009

Subject: Pre-Award and Post Award News

Attachment: Research & Scholarly Activity Office Contact Sheet-Revised 1/15/09

Happy New Year!

## Pre-Award News: New Pre-Award Administrator

The Research & Scholarly Activity Office would like to introduce and welcome Mayra Hough, Grants & Contract Administrator. Mayra is replacing Gina Concannon as a pre-award administrator. Mayra comes to us from Texas A&M University-Kingsville with sponsored program experience, having worked in the sponsored programs office and overseeing a federally-sponsored program. Mayra will be handling pre-award administration and submissions for the College of Liberal Arts, the College of Business, the College of Science & Technology, Center for Coastal Studies, Conrad Blucher Institute/Division of Nearshore Research, Center for Water Supply Studies, and the HARTE Research Institute.

\*Attached is a revised Research & Scholarly Activity Office Contact Sheet.

## Pre-Award News: Proposal Submission Notifications and Deadlines

The Research Office would like to remind all Principal Investigators (PIs) to alert our office as soon as they know they will be applying for a funding opportunity and submitting a grant proposal. It is never too early to let us know! When alerting our office, please send an email to your pre-award administrator (Robin Ellis or Mayra Hough) or to the main Research Office mail box ([research.office@tamucc.edu](mailto:research.office@tamucc.edu)) indicating the funding opportunity program, sponsor, submission deadline, and the Request for Proposal (RFP) link or attached document.

We would also like to remind PIs to submit completed grant proposals and proposal routing forms to the Research Office three days before the proposal submission deadline date. By doing so, this allows the Research Office staff to do a complete review of the proposal, including ensuring that all requirements have been met. Proposal submissions have increased and due to

limited staff, it is now becoming common that multiple grant proposal submissions are being submitted on the same day. In addition, electronic submissions of grant proposals can regularly result in electronic delays at “grants.gov” or through other electronic submission systems. This past year, there were two unsuccessful proposal submissions due to electronic delays beyond our control; and several grant proposals submitted to the Research Office within minutes of the submission deadline time. Thus, a full review by the Research Office could not be done. One such instance resulted in a submission with significant budget errors that were not caught prior to submission. Our goal is to assist with a successful submission, and hopefully an award!

#### Post Award News: Preliminary Accounts

Occasionally, a PI may be receive notice that they have been awarded a grant or contract and are allowed to commence the project; but the official notice of grant award (NOGA) or contract has not been received by the Research Office. In the past, we had one account (#245300-Pre-Award Expense Account) that PI's would use for travel or purchase orders until official documentation would arrive and their official FAMIS account numbers would be set up. Once the new FAMIS account was set up, then those encumbrances or expenditures would be moved to the new project account.

Effective January 5, 2009, the Research Office, in conjunction with the Accounting Office, has implemented *preliminary accounts*. Now, with appropriate documentation, PIs can have their new FAMIS account set up whenever their grant or contract has been awarded but the actual NOGA or contract has not yet been received by the Research Office. As long as the project period has commenced and with an initial 25% of the original budget set up, PIs will be allowed to encumber travel, purchases, and payroll (which was previously not allowed). There are several criteria required, including a backup local account (in case the award is not made). Then, once the official NOGA or contract has arrived, the remaining budget portion (75%) will be loaded into the FAMIS account for complete set up. For complete information on the preliminary account requirements and procedures, please see the TAMUCC Research (Post Award section) website at <http://research.tamucc.edu/postaward.html> or contact your Post Award Accountant.

