Facilities & Administrative Cost Rate Information Session

The Facilities and Administrative (F&A) Cost Rate Agreement between Rutgers University and the Department of Health and Human Services for fiscal year 2019 through fiscal year 2023 was finalized, effective July 1, 2018. The new rate agreement applies to all sponsored research and other sponsored projects with an award date beginning July 1, 2018 or later.

On June 19th there will be an information session to discuss the importance of F&A and the implementation of the new rate agreement. The Office of Research and Sponsored Projects (ORSP), Grant and Contract Accounting (GCA), and the Cost Analysis & Reporting department will host this information session for staff at all levels who engage in research administration. There will be a question and answer period to address questions or concerns.

All faculty and staff who work with grants are encouraged to attend.

Location: 401 Penn Street; 4th floor classroom
Date: June 19, 2019
Time: 1:00 pm - 3:00 pm
Proposal Submission Deadlines at Rutgers

Meeting the proposal deadline is critical. Internal deadlines are in place and must be met. If you are planning to submit a proposal, please contact the Office of Sponsored Research at least 30 days in advance of the submission deadline date.

Please remember that a completed and approved funding proposal (endorsement) is needed by the Office of Sponsored Research 5 days prior to the submission deadline. In addition to the funding proposal (endorsement), the following documents are required for the submission of a proposal:

**Documents Requested by 12 pm noon on the Five (5) Business Day Deadline**

- Completed and approved RAPSS Funding Proposal with the working project title
- Sponsor's guidelines
- Final proposal excluding final science
- Final budget with budget justification
- Subaward documents (if applicable):
  - Rutgers Budget Template
  - Budget Justification
  - Statement of Work
  - Statement of Intent
  - Subrecipient Commitment Form

**Completed Proposal Documents Due by 12 pm noon on the Two (2) Business Day Deadline**

- Completed and approved RAPSS Funding Proposal
- Final Science, which may include:
  - Project Summary/Abstract
  - Project Narrative
  - Bibliography & References Cited

More information regarding proposal submission deadlines is available at [http://orsp.rutgers.edu/proposal-deadlines](http://orsp.rutgers.edu/proposal-deadlines).

Please plan to submit several days in advance of the submission due date. This will provide adequate time to address any technical and content issues. (Issues can occur.)

If you need assistance, please contact the Office of Sponsored Research.
The New Rutgers Budget Template

There is a new Rutgers budget template. The Rutgers budget template is designed to assist those working on budgets for proposals. The budget template has the fringe benefit rates built right into the form. Also, there is the ability to select the appropriate indirect cost rate for the proposed project. The budget template should be completed for proposals and is required for all awards.

The Rutgers budget template is available at http://orsp.rutgers.edu/budget-template. Be sure to use the Rutgers Budget Template 190607.

For applications that include mandatory cost share the Rutgers Budget Actual Cost Sharing Template is required.

It is strongly advised that a new budget template be downloaded for each new proposal as fringe rates or indirect cost rates may change periodically. Using an old template would cause a major discrepancy in the true total project cost.

The Office of Sponsored Research can provide training for the Rutgers budget template if you have any problems with using it.

NIH—Assisted Referral Tool (ART)

The National Institutes of Health’s Assisted Referral Tool (ART) is designed to assist Principal Investigators to determine which study sections they can request for review of their proposal. ART is available for use at https://art.csr.nih.gov/ART/