Understanding the ePA-005 process

Authorization to Seek Off-Campus Funding Form

Lori Kaser
Training provided by the:

FAES Grant Development Support Unit

Visit us at http://grants.cfaes.ohio-state.edu/
Why is it important?

• Documentation of application for extramural funding
  • *All sponsors (Industry, state, federal, local, etc.)*

• Gain approval from the Office of Sponsored Programs

• Verification of PI time, contributing colleges/departments, award recognition, expenditure information

• Allows for appropriate credit of the award to the right departments

• Budget, salary recovery, award period, Facilities & Administrative (F&A) Costs rate used

• Allows for authorized signatures to be obtained
Completing the Form

GO TO: https://rf.osu.edu/secure/ePA-005/  
Click the CREATE Button

1. Project Title

2. Sponsor
   • When we are the Primary
   • When we are the Subaward

3A Proposal Due Date
3B Sponsored Program Officer
3C Discovery Themes
4A Investigators

- Lead PI is listed first
- List all OSU investigators contributing to the project

- Must indicate salary recovery through a %
  - Exception - off duty pay

- Do not list postdocs, graduate students, or staff
  - Exception – with PI status

<table>
<thead>
<tr>
<th>4A. Investigators</th>
<th>% Salary Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>WORLEY, CHARLES THOMAS</td>
<td>0</td>
</tr>
<tr>
<td>SCOTT, HANNAH MARIE STITH</td>
<td>100</td>
</tr>
</tbody>
</table>
4B  Department/Centers

- List all OSU Departments/Centers via their org #
- First org is the administrative home of the proposal
- Click Add New Department/Center
- Add each Department separately
## 4B. Departments/Centers

<table>
<thead>
<tr>
<th>Department/Center</th>
<th>Org #</th>
</tr>
</thead>
<tbody>
<tr>
<td>OARDC PIKETON</td>
<td>56920</td>
</tr>
<tr>
<td>OSUE-PIKETON RSCH/EXT CTR</td>
<td>55960</td>
</tr>
</tbody>
</table>
% Proposal/Award Allocation
  • Represents who gets credit for the award (non-financial)

% Expenditure Allocation
  • Represents how the $$$$$$ will be distributed

The proposal/award and expenditure allocations column must each add to 100%, they don’t add to 100% together.

<table>
<thead>
<tr>
<th>Org #</th>
<th>% Proposal/Award Alloc</th>
<th>% Expenditure Alloc</th>
</tr>
</thead>
<tbody>
<tr>
<td>56920</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>55060</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Department/Center</td>
<td>Org #</td>
<td>% Proposal/Award Alloc</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Food Science &amp; Technology</td>
<td>11560</td>
<td>50</td>
</tr>
<tr>
<td>Human Nutrition</td>
<td>12540</td>
<td>17</td>
</tr>
<tr>
<td>COPH-Division of Biostatistics</td>
<td>25056</td>
<td>5</td>
</tr>
<tr>
<td>Surgical Oncology</td>
<td>25954</td>
<td>28</td>
</tr>
</tbody>
</table>
5 Budget and Award Information

5A Award Period (project begin / end date)

5B Total Amount requested from sponsor

5C/D Cost Sharing

Voluntary cost sharing should not be used

• Facilities & Administrative Costs
  1) Sponsor F & A (listed in RFP)
  2) Rate used for this proposal
  3) Base
5 Budget and Award Information

5E Facilities & Administrative Costs

1) Sponsor F & A (listed in RFP)
2) Rate used for this proposal
3) Base

F & A Rate /Indirect Costs

• The FULL rate of 54% should be used
• Only exception – Sponsor requires a different rate
• Other exception - OSU County Extension office (not OSU owned)
MTDC - when you are using the full OSU rate of 54%

TDC - when you are using a rate other than the full OSU rate

OTHER: A rate that has been negotiated between the PI, Chair and College Authorized Rep (Lori Kaser)
F GA Fees (who will be paying)

6 Compliance areas

- Human Subjects? IRB Protocol #
- Vertebrate Animals, IACUC Protocol #
- Recombinant DNA, IBC Protocol #
- Export Control
- Conflicts of Interest
• **Conflict of Interest**

A 'significant' financial interest exists if the value of any stock or stock option (5% or more) in a publicly-traded company and any personal income from consulting, speaking fees or honoraria exceeds $5,000 in the past twelve (12) months.

Must list the companies on the ePA005.
J. Export Controls

• ANY research outside of the USA

• International travel - Traveling with laptop computers, web enabled cell phones and other personal equipment

• Activities that involve foreign entities, students, staff, visiting foreign scientists or collaborators

• International field work

Indicate YES on the epa-005
8. Space for the project
   • Must identify location (Kottman Hall, Columbus) (Thorne Hall, Wooster) (Piketon South Centers)

   • Comments
     • Any additional information the approver should know

   • Upload a file
     • Upload OSP approved budget and justification
Signature Options

• Save & Exit
• Save & Continue
• Submit for Signature

• The “owner” of the form can go back and make changes via the UPDATE button

Who else approves the form:
• Co-Pi’s, Chair(s), other designated college representatives
Helpful tips!

• Leave time for appropriate signatures

• Attach the final OSP approved budget

• Include cost share on the ePA-005

• **Must be approved PRIOR to proposal submission**
Questions?

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