



# Sponsored Programs News

December 2012/January 2013

The University of Tennessee, Knoxville Office of Research

## A Message from the Director:



As 2012 comes to an end, we take this opportunity to thank you for working closely with us and we wish everyone a safe and fantastic holiday season.

In this issue of the newsletter learn everything you ever wanted to know about Materials Transfer Agreements (MTA). Debbie Hampstead provides information on MTA and the procedures to follow for both materials UT will receive and those UT will be providing to others. Also in this issue, Raymond Norris tells all about "Sub Awards and TERA-PAMS". Did you know that copies of sub-awards can be found in TERA-PAMS? Read his article and find out exactly where you can locate them. The Sponsor News section is also full of information on guidelines and new procedures from NIH, NSF and UT-Battelle. Don't forget that 2013 bring lots of new changes to the NSF policy guide. If you missed the training sessions provided by David Smelser you may want to contact him for a copy of the presentation slides.

Speaking of 2013, you won't want to miss the February 2013 issue of the newsletter as Jennifer Webster reveals all about budgets in her article "Basic Budget Guide for Sponsored Programs". The year starts off with our office presenting guides and sharing information. Stay tuned as we revamp the Sponsored Programs web page to include guides, templates and so much more.

We look forward to continuing to work side by side with all of you and to a wonderful and prosperous 2013.

Happy Holidays,

Miriam A. Campo

Submit Suggestions and Ideas to:  
Miriam Campo  
[mcampo@utk.edu](mailto:mcampo@utk.edu)  
Write "New Ideas" on the Subject Line

## Winter Holiday Schedule

This is a reminder that the University will be closed from December 24 - 28, 2012 and also on January 1, 2013.

If you have a proposal with a deadline date that falls within this time, the proposal will need to be in our office no later than Monday, December 17, 2012 in order for us to have sufficient time to review and submit the proposal to the sponsor.

If you have a proposal with a deadline date the first week in January 2013, please submit your proposal to our office as early as possible to ensure that we can provide proper review and submission.

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## How are Material Transfer Agreements Handled?

By: Debbie Hampstead, Assistant Director of Sponsored Programs



Material Transfer Agreements (MTAs) are contracts issued in connection with the transfer of research material between an outside organization and The University of Tennessee. Sponsored Programs in the Office of Research reviews and approves MTAs for incoming material (material that UT will be receiving). The Sponsored Programs Coordinator will work with UT Research Foundation on MTAs for outgoing materials (material UT will be providing).

Incoming material may be provided by another university, a government agency or private industry. It is likely to be a necessary component of a research project, and often is not available commercially.

If the material is being provided by another university, the Uniform Biological Material Transfer Agreement (UBMTA) may be used. The Coordinator will verify which agreement is appropriate with the providing University.

### What is the procedure to have an MTA executed for the following types of MTAs?

- **For Materials The University of Tennessee will be RECEIVING**
  - **Complete the Material Transfer Questionnaire – Incoming Material** found on the Sponsored Programs website <http://research.utk.edu/forms/> under Sponsored Programs – Agreements
  - **Email the Questionnaire and MTA to [utkegrants@utk.edu](mailto:utkegrants@utk.edu)** include any relevant emails or correspondence.
  - **The MTA will be logged and assigned to the appropriate Sponsored Programs Coordinator**, currently, Debbie Hampstead [dhampste@utk.edu](mailto:dhampste@utk.edu) for domestic institutions or Beth Eslick [eeslick@utk.edu](mailto:eeslick@utk.edu) for international MTAs.
  - **The Coordinator** will forward the MTA to the **Biological Safety Officer** for review and approval.
  - **The Coordinator will negotiate** any needed changes with the provider and obtain a University Authorized signature.
    - Negotiations may involve consultation with **UT Research Foundation** for Intellectual Property issues and/or **General Counsel** for legal issues.
  - **The Coordinator** will forward the signed MTA to the **Provider** for signature.
  - **Once fully executed/signed**, the MTA will be entered into **PAMS** in the **Award** module by the **Coordinator**.
  - The **Coordinator** will copy the **PI** on all correspondence.
  
- **For Materials The University of Tennessee will be PROVIDING**
  - **Complete the Material Transfer Questionnaire – Outgoing Material** found on the Sponsored Programs website <http://research.utk.edu/forms/> under Sponsored Programs – Agreements
  - **Email the Questionnaire to [utkegrants@utk.edu](mailto:utkegrants@utk.edu)** and include any relevant emails or correspondence.
  - **The MTA request will be logged and assigned to the appropriate Sponsored Programs Coordinator**, currently, Debbie Hampstead [dhampste@utk.edu](mailto:dhampste@utk.edu)
  - **The Coordinator** will contact **Mary Ann Russell** [marussel@utk.edu](mailto:marussel@utk.edu) at the **UT Research Foundation** to obtain the appropriate form.

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- **The Coordinator** will forward the MTA to the **Recipient** for signature
- **Once fully executed/signed**, the MTA will be entered into **PAMS** in the **Award** module by the **Coordinator**.
- The **Coordinator** will copy the **PI** on all correspondence.

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## SubAwards and TERA-PAMS

By: Raymond Norris, Sponsored Programs Administrator



For those of you who have a need to delve into the wonderful world of Subawards TERA-PAMS offers a wealth of current and historical information. You can access full copies of executed agreements back to 2010 or view the Subcontract entry screen containing summary information related to your subawards.

If you need to access Subcontract information, open TERA-PAMS and highlight the **Awards In My Dept option** under your **Award Dashboard** at the left of the screen. Then you will choose the **Award No.** from the list of Active Awards to open the **Award Administration** page. When you click (**View Project**) beside the **Award No:** at the top left of the screen the **Award Project Administration** page will open. To access all subawards related to your award click the **Subcontracts** tab. You will then see the subcontract summary page listing all of the agreements related to your particular award.

To view detail on any subcontract click on the **Subcontract No.** of the agreement you want to see. This screen will allow you to see information such as:

- Period of performance dates
- Date of execution
- Subcontractor PI
- Administrative contact
- IRIS subcontract number
- NCJ number

The full executed Subcontract file is accessible by clicking on the attachment tab. You will find a PDF containing the agreement, NCJ, Approval of Subcontract form and other related subcontract documentation. These can be very helpful when you get ready to prepare the documents to process amendments.

Hint: The PAMS Subcontract numbering convention is:

AXX-XXXX-SXXX for the initial subcontract

AXX-XXXX-SXXX-A01 for amendment #1

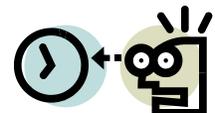
AXX-XXXX-SXXX-A02 for amendment #2, etc.

As always you may contact me anytime you have questions.

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## In the next Issue...

Be sure to tune into the next issue for an in depth article called “Basic Budget Guide for Sponsored Programs” written by Jennifer Webster.



## Sponsor News:

### -----Guidelines for Submitting Video with NIH Applications-----

The use of video technology can be vital in conveying key aspects of an NIH grant application. In order to facilitate such applications, this NIH notice provides policy and guidelines for investigators submitting videos and contemplating other non-traditional materials to accompany applications to the NIH. A copy of the NIH guidance on this topic can be found at:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-141.html>

### -----NSF Project Reports-----

In early 2013, the National Science Foundation (NSF) will completely transfer all project reporting from FastLane to Research.gov. This means that Principal Investigators (PIs) and Co-PIs will use Research.gov to meet all NSF project reporting requirements, including submission of Final, Annual and Interim Project Reports and the Project Outcomes Report. The new Project Reporting Dashboard will make it easier for PIs, Co-PIs, and Sponsored Project Office (SPO) staff to see which reports are due or overdue, and will provide access to all reports submitted to NSF. Research.gov provides research-related information and grants management services in one location. Research.gov is the modernization of FastLane, providing the next generation of grants management capabilities for the research community.

You can sign into Research.gov using your NSF Fastlane username and password. If you need any assistance please contact David Smelser at [dsmelser@utk.edu](mailto:dsmelser@utk.edu), 974-1840 or call our main office number 974-3466.

### -----UT-Battelle is going Paperless-----

UT-Battelle is in the process of implementing a new electronic system and plans to be completely paperless by Oct. 1, 2013. Any continuation of a project that puts the new end date after Oct. 1, 2013 will not be renewed. Instead, UT-Battelle will close-out the old contract and will issue a new contract. For UTK, the R-account number associated with the project will also be closed and a new one will be opened for the new contract. Additionally, if the current project is using an old F&A rate, the rate will change to the current rate of 49% for on campus research; the off campus research rate remains the same at 26%. If you have any questions, please contact the Sponsored Programs office.

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## Reminders and Announcements

### NSF Changes for 2013

The National Science Foundation (NSF) has released its Grants Proposal Guide for the upcoming year. On January 14, 2013, numerous changes will go into effect. These changes include several changes to how proposal sections are written as well as how they are prepared in NSF's Fastlane submission portal.

For a summary of all the changes, please visit NSF's website at:

[http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpg\\_sigchanges.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpg_sigchanges.jsp). If you should have any questions about these changes, please do not hesitate to contact me at [dsmelser@utk.edu](mailto:dsmelser@utk.edu) or 974-1840.

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## TERA-PAMS Training

Sessions:

Thursday Jan. 31, 2013

9:00 am - 10:30 am

Blount Hall, Room 403

Facilitator: Ken Carter

Friday Feb. 8, 2013

3:00 to 4:30 pm

Blount Hall, Room 403

Facilitator: Jennifer Webster

To register and for more information, go to <http://research.utwebteam.wpengine.com/>



## *Sponsored Programs Personnel*

**Miriam Campo, Director** **mcampo@utk.edu** **974-2465**

Cindy Scott, Administrative Specialist **cscott18@utk.edu** 974-3466

### **Proposal Group**

**Debbie Hampstead, Assistant Director (Proposals)** **dhampste@utk.edu** **974-2482**

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### **Contract/Award Group**

**Theresa Sears, Assistant Director (Contracts)** **tsears@utk.edu** **974-8394**

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