

*North Carolina State University*

*College of Engineering*

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# Office of Research Administration

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**Pre- and Post-Award**

## Mission Statement

The Office of Research Administration, under the Research and Graduate Programs, promotes and facilitates all aspects of research activity in the college, providing resources to help COE faculty in acquiring research support & maintaining compliance with university, state, and federal sponsor guidelines and policies.

# Directory

**Patrick Hayes**

Director  
515-7009

[phayes@ncsu.edu](mailto:phayes@ncsu.edu)

**Rosette Tavalacci, CRA**

Assistant Director  
515-7011

[rosette\\_tavalacci@ncsu.edu](mailto:rosette_tavalacci@ncsu.edu)

**Richard Duckworth**

Post Award Officer  
515-3627

[rlduckwo@ncsu.edu](mailto:rlduckwo@ncsu.edu)

**Todd Moore**

Senior Processor  
515-9056

[todd\\_moore@ncsu.edu](mailto:todd_moore@ncsu.edu)

**Juliette Lee-Campbell**

Pre-Award Specialist  
513-0880

[juliette\\_lee\\_campbell@ncsu.edu](mailto:juliette_lee_campbell@ncsu.edu)

**Brenda Asbury**

Contract Manager (centers)  
513-3179

[bpasbury@ncsu.edu](mailto:bpasbury@ncsu.edu)

**Office of Research Administration**

College of Engineering  
North Carolina State University  
21 Current Drive, 115 Page Hall, CB 7901  
Raleigh, North Carolina 27695-7901  
(919) 515-7951 Fax

# Pre Award

- **Project Information & Navigation System (PINS):** proposal preparation with approval by Department Head, College and University. The college requires at least 4 days to process before deadline and 7 if submitted via Grants.gov
- **Budgetary Review:** proposal based upon compliance issues following Cost Accounting Standards (CAS), Federal Office of Management and Budget (OMB) circulars, A-21 , A-110 , and A-133, in addition to University and sponsor guidelines.
- **Cost Sharing:** a specified dollar amount or percentage of total costs not borne by the sponsor (required or voluntary) by matching, third-party, and in-kind contributions.
- **Solicitation/Announcement (FOA, RFP, BAA, etc.):** a synopsis of the research announcement, plus the sponsors' guidelines for the preparation and submission of a proposal.
- **Facilities & Administration (F&A) Waivers:** communicate directly with Dr. John S. Strenkowski, Associate Dean for Research and Graduate Programs. Reducing of the F&A is strongly discouraged by both the college and university.
- **Memorandum of Agreement (M.O.A.):** should be used with Industry Partners as an enticement to do business with the University and to establish an ongoing relationship.



• **National Science Foundation (NSF) Fastlane Access:** an interactive real-time system used to conduct NSF business such as: Proposal Preparation, Review, Status & Project Reporting, and Post Award Notifications and Requests.

• **National Institutes of Health (NIH) Electronic Research Administration (eRA) Commons Access:** NIH and the grantee community are able to conduct their extramural research administration business electronically.



• **Grants.gov:** is your source to [FIND & APPLY](#) for federal government grants. There are over 1,000 grant programs offered by all federal grant making agencies.



## PRIMARY CONTACT:

Rosette J. Tavalacci, CRA, Assistant Director  
515-7011 [rosette\\_tavalacci@ncsu.edu](mailto:rosette_tavalacci@ncsu.edu)

## SECONDARY CONTACT:

Patrick T. Hayes, Director  
515-7009 [phayes@ncsu.edu](mailto:phayes@ncsu.edu)

# Post Award

- **Compliance Issues:** post award management provides financial and admin assistance to faculty and staff from the point of initial award through the life of the project. It also provides financial and administrative guidance to ensure compliance with applicable federal, state, university and sponsor regulations specific to each project awarded.
- **New Awards:** a meeting can be arranged to cover such issues as Federal Regulatory Checklist, Cost Sharing, Technical Reports, etc. These meetings have proven to be very successful.
- **Pre-Award Accounts:** expenditures necessary before the receipt of an Award. Requests made through COE-ORA.
- **Reconciliation:** responsible for complying with the terms and conditions of the grant. All expenditures must adhere to university policies, governing State and Federal Law, and the accounting standards of the university and of the federal government.
- **Prior Approval Request (ePAR):** ensure prior approvals for expenditures and activities are obtained when required. Requests for prior approval should contain adequate justification to determine the impact of the request on the technical aspects of the project as well as its reasonableness in terms of costs.
- **Unlike Circumstance Approvals:** based on NCSU approved disclosure statement (DS-2) & other Federal, State and University guidelines provide a list of costs and how they are NORMALLY charged. There may be exceptions for individual projects and you should contact your college research office for more specific information on the justification and documentation needed to allow for an unlike circumstance.
- **Release Time/Summer Salary: Summer Salary (1116):** May 16 thru August 15 — **Release Time (1118) periods:** August 16—December 31 and January 1—May 15.
- **Technical Reporting:** timely compliance is extremely important in allowing the sponsor to make a good assessment of the deliverables performance. A copy of the **FINAL** report is sent to **Richard Duckworth**, Post Award Officer via email.

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# Resources...

## College of Engineering

Items below hyper-linked via our web site brochure: [www.engr.ncsu.edu/ora/](http://www.engr.ncsu.edu/ora/)

- [Information about the College](#)
- [Faculty and Staff](#)
- [Departments at a Glance](#)

## The Office of Research Administration

- [Pre-Award Proposal Preparation](#)
- [Post-Award Process](#)
- [Directory](#)
- [Departments / Pre- and Post-Award Contacts](#)
- [NewsFlash Newsletter](#)
- [Contract Management Workshops](#)
- [New Faculty Orientation Workshop](#)

## University

- [Sponsored Programs & Regulatory Compliance](#)
- [The Office of Contracts & Grants](#)
- [Community of Science Funding Opportunities](#)
- [Conflict of Interest—Reporting and Management System](#)

## Electronic Submission of Proposals:

- [Project Information & Navigation System- \(PINS\)](#)
- [National Science Foundation—Fastlane](#)
- [National Institute of Health \(NIH\) eRA Commons](#)

On-Line

NC STATE UNIVERSITY