

BRIGHTS Center Commitments

Faculty Expectations from BRIGHTS grant personnel

Proposal Stage

- Assist with proposal budget writing
- As needed, liaise with sub-award grant offices to ensure sub-award documentation is received according to OVPR timeline
- Liaise with OVPR to ensure Baylor budget version matches funder template
- At least one high-level review of proposal before submission

Award Stage

- Liaise with OVPR to ensure contract is signed, award set-up as needed, and initial OVPR/PI meeting is conducted
- As applicable, ensure sub-award contracts are initiated
- Consult on communication and meeting protocols per grant needs

Grant Life

- Monthly Budget Reconciliation
- Intermediary with OVPR office
- Initiate meetings for project and budget management
- Reminders re: reporting requirements and assistance prepping financial reports for post-award approval
- Supervision and training of grant administrative personnel
- Ensuring proper grant spending: faculty/staff costing to project, spend-out of money (invoicing, participant payments)
- Annual consultation regarding grant progress; more frequent upon request

Faculty Commitments in working with BRIGHTS

As PI on the grant, you are primarily responsible for the grant; the grant admin will assist with managing the project in the following ways:

- As such, monthly budget meetings are a key component of ensuring you are aware of and approve of the project finances. We recommend regular meetings between you and your grant admin and/or including them on grant team meetings.
- To ensure BRIGHTS support is meeting your expectations, Lizzy Davis will schedule 30/60/90 day meetings for feedback/input on workflow. After that, quarterly meetings will be conducted.
- Your grant administrator is not a personal assistant; feel free to loop them in to help with any issues related to your grant.

Related to proposal budget writing:

- The OVPR 10/5/3 timeline will still apply to your proposal. In order to ensure this timeline is met, we recommend initiating budget-writing with BRIGHTS at least business 20 days in advance of your proposal deadline.
- If your grant is >\$260k, you must write in an administrative position to help with the grant. If <\$260k, we still recommend writing in at least 50% of a position to help with the grant. This person will be trained and supervised by BRIGHTS.

In order to support your grant and proposal writing, we ask for a contribution of F&A:

- PIs give a portion of F&A recovery (e.g., 3.75%) to BRIGHTS. They retain 3.75%.
- PI Department gives a portion of F&A recovery (e.g., 3.75%). They retain 3.75%.
- PI Dean gives a portion of F&A recovery (e.g., 10%). They retain 10%. The College of Arts & Sciences will contribute all 20%.