



# TURAC 2024<sup>+</sup>

Connection • Collaboration • Cohesion

**Setting Up New  
Awards for Success**

April 17, 2024

# Land Acknowledgement Statement

*“Arizona State University, Northern Arizona University, and the University of Arizona collectively acknowledge that the campuses are situated on the ancestral lands of twenty-two federally recognized tribes located across Arizona. These universities collectively honor the past, present, and future generations of Native Americans, who have lived here for millennia and will forever call this place home. Committed to diversity, the institutions integrate Indigenous knowledge into their practices and strive to cultivate sustainable relationships with Native Nations through education, partnerships, and community service.”*



A hand is shown holding a glowing blue rocket launch button. The background is a dark blue space with a grid of hexagons, each containing a different business or success-related icon such as a trophy, a person running, a person with a briefcase, a person with a gear, a person with a dollar sign, a person with a target, a person with a group of people, a person with a dollar sign, a person with a piggy bank, a person with a briefcase, a person with a gear, a person with a dollar sign, and a person with a group of people. The rocket is glowing and has a blue flame at its base.

# Setting Up New Awards For Success

Sarah Montgomery, CRA



**TURAC 2024<sup>+</sup>**

Connection • Collaboration • Cohesion

## Key Steps



**1. Understand**

**2. Inform**

**3. Plan**

# Review the proposal and award docs

1. Understand



- Award Notice
- Budget & Budget Justification
- Project Summary
- RFP (Request for Proposals)



**Getting to Know You**

# Award Notice

Review the award notice and compare it to systems of record

- Project title
- Sponsor award number
- Start/end dates
- Obligated & anticipated award amounts

## Award Management System

Re-Mining Red Mud Waste for CO2 Capture and Storage and Critical Element Recovery (RMCCS-CER) **AWD00038282** **Standard Award**

**Active**

View Award  
Printer Version  
Create Award Change Request

Awards SharePoint

Additional Information Requested - Notification  
Update Current and Pending Reporting Data  
Update Person Months  
Take A Snapshot

Information	GCQ Notes	Deliverables	Modifications	...
<b>AWARD INFORMATION</b> Sponsor PI: Alexandra Navrotsky 480/965-5932 Internal PI: Alexandra Navrotsky 480/965-5932 Direct Sponsor: DOE Pacific Northwest National Laboratory (PNNL) Sub organization: Sponsor Award Number: <b>DE-AR0001703</b> Prime/Oriinating Sponsor: DOE Advanced Research Projects Agency-Energy (ARPA-E) Prime Award Number: DE-FOA-0002707 Lead Financial Unit: B1715 CLAS-NS: Molecular Sciences, School of (SMS) Project Managers: There are no items to display Post-Award RA Contacts: Sarah Montgomery, Lacey Tomassoni		<b>BUDGET INFORMATION</b> Obligated: <b>\$385,000</b> Anticipated: <b>\$385,000</b> At Risk: \$0.00 Cost Sharing Obligations: \$52,656.00 Program income budget: Payment basis: Cost Reimbursable Pre-award spending date: Award Start Date: <b>2/15/2023</b> ASU End Date: Obligated End Date: <b>2/14/2025</b> Award End Date (Anticipated): <b>2/14/2025</b> Retain records until: Number of Budget Periods:		

## Award Notice

ASSISTANCE AGREEMENT			
1. Award No. <b>DE-AR0001703</b>	2. Modification No.	3. Effective Date 02/15/2023	4. CFDA No. 81.135
5. Awarded To ARIZONA STATE UNIVERSITY Attn: HEATHER CLARK PO BOX 876011 TEMPE AZ 852876011	6. Sponsoring Office Advanced Research Projects AR-1 U.S. Department of Energy 1000 Independence Avenue, SW Washington DC 20585	7. Period of Performance 02/15/2023 through 02/14/2025	
8. Type of Agreement <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority 42 USC 7256 42 USC 16538	10. Purchase Request or Funding Document No. 23AR000069	
11. Remittance Address ARIZONA STATE UNIVERSITY Attn: ARIZONA STATE UNIVERSITY PO BOX 876011 TEMPE AZ 852876011		12. Total Amount Govt. Share: \$385,000.00 Cost Share: \$52,632.00 Total: \$437,632.00	13. Funds Obligated <b>This action: \$385,000.00</b> Total: \$385,000.00
14. Principal Investigator XXXXXXXXXX XXXXXXXXXX	15. Program Manager XXXXXXXXXX XXXXXXXXXX	16. Administrator Advanced Research Projects Agency - Energy (ARPA-E) U.S. Department of Energy AR-1 1000 Independence Avenue, SW Washington DC 20585	
17. Submit Payment Requests To VIPERS https://vipers.doe.gov Any questions, please contact by call/email 855-384-7377 or VipersSupport@hq.doe.gov		18. Paying Office VIPERS https://vipers.doe.gov Any questions, please contact by call/email 855-384-7377 or VipersSupport@hq.doe.gov	19. Submit Reports To See Attachment 4.
20. Accounting and Appropriation Data 06600-2022-60-303790-25500-3166012-0000000-0000000-0000000			
21. Research Title and/or Description of Project Re-Mining Red Mud Waste for CO2 Capture and Storage and Critical Element Recovery (RMCCS-CER)			

## Financial System

Award	Grant	Cost Center	Award PI	Grant Lead PI	Sponsor	Prime Sponsor	Contract Line Type	Account Type	Award Status	Grant Start Date	Grant End Date	Current F&A Rate	Burn Rate Difference	Budget LTD
AWD00038282: Re-Mining Red Mud Waste for CO2 Capture and Storage 02/15/2023 (version 0)	GR43572 Re-Mining Red Mud Waste for CO2 Capture and Storage an	CC0500 NSC-School of Molecular Sciences Academic ...	Alexandra Navrotsky	Alexandra Navrotsky	DOE: Pacific Northwest National Laboratory (PNNL)	DOE: Advanced Research Projects Agency-Energy (ARPA-E)	Cost Reimbursable	Project	Active	02/15/2023	02/14/2025	57.00%	(31.91%)	\$195,750.00
AWD00038282: Re-Mining Red Mud Waste for CO2 Capture and Storage 02/15/2023 (version 0)	GR43573 SC-WSU-Re-Mining Red Mud Waste for CO2 Capture and Sto	CC0500 NSC-School of Molecular Sciences Academic	Alexandra Navrotsky	Alexandra Navrotsky	DOE: Pacific Northwest National Laboratory (PNNL)	DOE: Advanced Research Projects Agency-Energy (ARPA-E)	Cost Reimbursable	Sub Award	Active	02/15/2023	02/14/2025	57.00%	(13.38%)	\$189,250.00

# Uniform Guidance

Most federal awards are governed by 2 CFR (Code of Federal Regulations) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

## SPECIAL TERMS AND CONDITIONS

Prime Recipient	AZ Board of Regents on behalf of Arizona State University
Award No.	DE-AR0001703
Type of Funding Agreement	Cooperative Agreement
Competitive or Noncompetitive Award	Competitive
Funding Opportunity Announcement (if applicable)	DE-FOA-0002707, MINING INNOVATIONS FOR NEGATIVE EMISSIONS RESOURCE RECOVERY

AZ Board of Regents on behalf of Arizona State University ("Prime Recipient"), which is identified in Block 5 of the Cover Page (Assistance Agreement Form), and the Advanced Research Projects Agency-Energy ("ARPA-E"), an agency within the United States Department of Energy ("DOE"), enter into this agreement, Award No. DE-AR0001703, to achieve the project objectives and the technical milestones and deliverables stated in Attachment 3 to this Award.

This Award consists of the Department of Energy (DOE) Financial Assistance Regulations, 2 CFR Part 200, as amended by Part 910, available at <http://eCFR.gov>; the Financial Assistance Application as approved by ARPA-E; and the following Award documents:



## Code of Federal Regulations

A point in time eCFR system



Title 2



Displaying title 2, up to date as of 4/01/2024. Title 2 was last amended 3/04/2024.

[view historical versions](#)

Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)



Title 2 / Subtitle A / Chapter II / Part 200 [View Full Text](#)

[Previous](#) / [Next](#) / [Top](#)

### ECFR CONTENT

Details

Print

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▼ Title 2	Grants and Agreements	Part / Section
▼ Subtitle A	Office of Management and Budget Guidance for Grants and Agreements	1 – 299
▼ Chapter II	Office of Management and Budget Guidance	200 – 299
▼ Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	200.0 – 200.521



# Award Notice

Carefully review the award notice, attachments, and links for any unusual requirements or restrictions

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE OF	
		DE-AR0001703		2   3	
NAME OF OFFEROR OR CONTRACTOR ARIZONA STATE UNIVERSITY					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>UEI: NTLHJXM55K26</p> <p>This award is being made to Arizona State University ("Prime Recipient") under DE-FOA-0002707, Mining Innovations for Negative Emissions Resource Recovery (MINER) and control number 2707-1515 for a project entitled, "Re-Mining Red Mud Waste for CO2 Capture and Storage and Critical Element Recovery (RMCCS-CER)".</p> <p>Please see the following attachments:  <b>Attachment 1:</b> Special Terms and Conditions  <b>Attachment 2:</b> Intellectual Property Provisions  <b>Attachment 3:</b> Technical Milestones and Deliverables  <b>Attachment 4:</b> ARPA-E Reporting Checklist and Instructions  <b>Attachment 5:</b> Budget Information (SF-424A)  <b>Attachment 6:</b> National Policy Assurances</p> <p>Note to Block 12 (Total Amount):                      The amount obligated by ARPA-E to this Cooperative Agreement is \$437,632.00. ARPA-E is obligating the amount of \$385,000.00 through this cooperative agreement. <b>The Prime Recipient is contributing \$52,632.00 in cost share for this project.</b></p>				

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# Budget & Budget Justification

## Budget Justification

ORGANIZATION		DURATION (MONTHS)				48			
ARIZONA STATE UNIVERSITY		Prepared							
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		2/1/2021		2/1/2022		2/1/2023		2/1/2024	
Julian Chen		1/31/2022		1/31/2023		1/31/2024		1/31/2025	
A. SENIOR PERSONNEL:	HSF-Funded Personnel	YEAR ONE		YEAR TWO		YEAR THREE		YEAR FOUR	
		CAL	ACA	SUMR					CUMULATIVE
1. PI: Julian Chen			1.000	\$14,133	\$14,557	\$14,994	\$15,444		\$59,127
2. Co-PI:				\$0	\$0	\$0	\$0		\$0
3. Co-PI:				\$0	\$0	\$0	\$0		\$0
4.				\$0	\$0	\$0	\$0		\$0
5.				\$0	\$0	\$0	\$0		\$0
6.1   OTHERS				\$0	\$0	\$0	\$0		\$0
7.1   TOTAL SENIOR PERSONNEL (1-6)				\$14,133	\$14,557	\$14,994	\$15,444		\$59,127
D. OTHER PERSONNEL									
1.1   1   POST DOCTORAL ASSOCIATES	12.00			\$49,000	\$50,470	\$51,984	\$53,544		\$204,998
2.1   OTHER PROFESSIONAL				\$0	\$0	\$0	\$0		\$0
3.1   1   GRADUATE STUDENTS			1.50	\$6,188	\$6,374	\$6,565	\$6,762		\$25,888
4.1   1   UNDERGRADUATE STUDENTS	1.50			\$3,120	\$3,214	\$3,310	\$3,409		\$13,053
5.1   SECRETARIAL - CLERICAL				\$0	\$0	\$0	\$0		\$0
6.1   OTHER				\$0	\$0	\$0	\$0		\$0
TOTAL SALARIES AND WAGES (A-D)				\$72,441	\$74,614	\$76,853	\$79,158		\$303,066
C. FRINGE BENEFITS				\$15,113	\$16,033	\$17,010	\$18,046		\$66,203
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A-D-C)				\$87,554	\$90,648	\$93,863	\$97,204		\$369,269
D. EQUIPMENT									
TOTAL EQUIPMENT				\$0	\$0	\$0	\$0		\$0
E. TRAVEL									
1. DOMESTIC				\$4,000	\$5,000	\$4,000	\$5,000		\$18,000
2. FOREIGN				\$0	\$0	\$0	\$0		\$0
TOTAL TRAVEL				\$4,000	\$5,000	\$4,000	\$5,000		\$18,000
F. PARTICIPANT SUPPORT									
1. STIPENDS				\$0					\$0
2. TRAVEL				\$0					\$0
3. SUBSISTENCE				\$0					\$0
4. OTHER				\$0					\$0
TOTAL PARTICIPANT COSTS				\$0	\$0	\$0	\$0		\$0
G. OTHER DIRECT COSTS									
1. MATERIALS AND SUPPLIES				\$13,738	\$13,738	\$13,738	\$13,738		\$54,952
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				\$3,000	\$3,000	\$3,000	\$3,000		\$12,000
3. CONSULTANT SERVICES				\$0	\$0	\$0	\$0		\$0
4. FACILITY USE FEES				\$5,000	\$5,000	\$5,000	\$5,000		\$20,000
5. SUBWARDS				\$0	\$0	\$0	\$0		\$0
6. OTHER <i>Tuition Remission</i>				\$1,214	\$1,311	\$1,416	\$1,529		\$5,470

### Senior Personnel:

Julian J-L Chen, Ph.D., Principal Investigator, 1.00 Summer Month requested for each year of the project. The PI will be responsible for project management, interpretation of results, publication, and mentoring Postdoctoral Associate, graduate and undergraduate students.

To meet the new NSF PAPPG requirement (January 2018) "Defining of a Year", ASU has defined a "year" as a calendar year for senior personnel and will apply this term "year" consistently across all NSF-funded grants.

### Other Personnel:

TBA, PhD, Postdoctoral Associate (100%): 12 months per year of the project. The postdoc will be responsible for the study of red algae TR structure and evolution as well as algae dyskerin-TR interactions.

Tianxiang Liu, Graduate Research Assistant: One academic semester and 3.00 Summer Months per year of the project (20 hours per week equates to 100% effort for the academic year and 50% summer effort). The graduate RA will be responsible for telomerase affinity purification, and protein identification of green algae telomerase RNP complex.

Undergraduate Students (Hourly): Salary support is requested for one student. The to-be-appointed student will be paid at the rate of \$12/hour x 20 hours/week x 13 weeks. The student will be trained by the postdoc and graduate student, performing cloning of telomerase genes as well as updating and improving the "Telomerase Database".

\* An estimated cost escalation has been included in the out years, consistent with ASU policy.

**Fringe Benefits:** Arizona State University defines fringe benefits as direct costs, estimates benefit as a standard percent of salary applied uniformly to all types of sponsored activities, and charges benefits to sponsors in accordance with the Federally-negotiated rates in effect at the time salaries are incurred. Benefit costs are expected to increase approximately per year; the rates used in the proposal budget are based on the current Federally-negotiated Rate Agreement plus annual escalation for out years. The proposal's fringe benefits are based upon rates negotiated by the Department of Health and Human Services on June 15, 2020. The following negotiated rates are being used for this project:

Role	Year 1	Year 2	Year 3	Year 4
Principal Investigator	27.09%	27.90%	28.74%	29.60%
Postdoctoral Fellow	21.63%	22.28%	22.95%	23.64%
Graduate Student	10.30%	10.61%	10.93%	11.26%
Hourly Student	1.55%	1.60%	1.65%	1.70%

### Domestic Travel:

\$4,000 per year to send the PI and one graduate student to at least one meeting per year (the Cold Spring Harbor Telomere/Telomerase Meetings or the European EMBO Telomere Meeting). For year 2 and 4, additional \$1,000 to send a graduate student or postdoc to travel to the TAMU for training of critical techniques. Funds are budgeted based on previous experience and are in accordance with ASU travel rates, policies and procedures, and include airfare, registration, lodging and per diem. All travel costs are based on US-flag carriers and state department per diem rates. ASU's travel system software provider, Concur Technologies, assesses a charge of \$10.45/per person for each travel expense report submitted. The expense is a direct cost charged per trip.

# Budget Comparison

## Proposal

A. SENIOR PERSONNEL	NSF-Funded			YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	CUMULATIVE
	Person-months							
	CAL	ACA	SUMR					
1. PI: Julian Chen			1000	\$14,133	\$14,557	\$14,994	\$15,444	\$59,127
2. Co-PI:				\$0	\$0	\$0	\$0	\$0
3. Co-PI:				\$0	\$0	\$0	\$0	\$0
4.				\$0	\$0	\$0	\$0	\$0
5.				\$0	\$0	\$0	\$0	\$0
6. ( ) OTHERS				\$0	\$0	\$0	\$0	\$0
7. ( ) TOTAL SENIOR PERSONNEL (1-6)				\$14,133	\$14,557	\$14,994	\$15,444	\$59,127
<b>B. OTHER PERSONNEL</b>								
1. ( 1 ) POST DOCTORAL ASSOCIATES	12.00			\$49,000	\$50,470	\$51,984	\$53,544	\$204,998
2. ( ) OTHER PROFESSIONAL				\$0	\$0	\$0	\$0	\$0
3. ( 1 ) GRADUATE STUDENTS			1.50	\$6,188	\$6,374	\$6,565	\$6,762	\$25,888
4. ( 1 ) UNDERGRADUATE STUDENTS	1.50			\$3,120	\$3,214	\$3,310	\$3,409	\$13,053
5. ( ) SECRETARIAL - CLERICAL				\$0	\$0	\$0	\$0	\$0
6. ( ) OTHER				\$0	\$0	\$0	\$0	\$0
<b>TOTAL SALARIES AND WAGES (A+B)</b>				\$72,441	\$74,614	\$76,853	\$79,158	\$303,068
<b>C. FRINGE BENEFITS</b>				\$15,113	\$16,033	\$17,010	\$18,046	\$66,203
<b>TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)</b>				\$87,554	\$90,648	\$93,863	\$97,204	\$369,269
<b>D. EQUIPMENT</b>								
<b>TOTAL EQUIPMENT</b>				\$0	\$0	\$0	\$0	\$0
<b>E. TRAVEL</b>								
1. DOMESTIC				\$4,000	\$5,000	\$4,000	\$5,000	\$18,000
2. FOREIGN				\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAVEL</b>				\$4,000	\$5,000	\$4,000	\$5,000	\$18,000
<b>F. PARTICIPANT SUPPORT COSTS</b>								
1. STIPENDS				\$0				\$0
2. TRAVEL				\$0				\$0
3. SUBSISTENCE				\$0				\$0
4. OTHER				\$0				\$0
<b>( ) TOTAL PARTICIPANT COSTS</b>				\$0	\$0	\$0	\$0	\$0

## Award

Senior Personnel Count	4.00
Senior Personnel Calendar Months	0.00
Senior Personnel Academic Months	0.00
Senior Personnel Summer Months	4.00
Senior Personnel Amount	\$59,128
<b>B. Other Personnel</b>	
<b>Post Doctoral Scholars</b>	
Post Doctoral Count	4.00
Post Doctoral Calendar Months	48.00
Post Doctoral Academic Months	0.00
Post Doctoral Summer Months	0.00
Post Doctoral Amount	\$204,998
<b>Other Professionals</b>	
Other Professionals Count	0.00
Other Professionals Calendar Months	0.00
Other Professionals Academic Months	0.00
Other Professionals Summer Months	0.00
Other Professionals Amount	\$0
<b>Graduate Students</b>	
Graduate Students Count	4.00
Graduate Students Amount	\$25,889
<b>Undergraduate Students</b>	
Undergraduate Students Count	4.00
Undergraduate Students Amount	\$13,053
<b>Secretarial - Clerical</b>	
Secretarial - Clerical Count	0.00
Secretarial - Clerical Amount	\$0
<b>Other</b>	
Other Count	0.00
Other Amount	\$0
<b>Total Salaries and Wages (A+B)</b>	\$303,068
<b>C. Fringe Benefits</b>	\$66,202
<b>Total Salaries, Wages, Fringe Benefits (A + B + C)</b>	\$369,270

## System of Record

Grant	Ledger Account	Budget LTD
GR39515 Collaborative Research Telomerase Structure and Evolu	7190:Grant Salaries and Wages	303,068.00
GR39515 Collaborative Research Telomerase Structure and Evolu	7199:Grant Employee Related Expenses	66,206.00
GR39515 Collaborative Research Telomerase Structure and Evolu	7200:Services	32,000.00
GR39515 Collaborative Research Telomerase Structure and Evolu	7202:Materials and Supplies	54,948.00

↙ If these don't match, ask your pre-award RA ↘

↙ If these don't match, ask your GCO (Grants & Contracts Officer) ↘

# Account Check

Have all necessary accounts been created?

- Cost share
- Contributed effort
- Subaward(s)
- Participant support
- Program income

## Accounts

Account	Account PI First	Account PI Last	Name
GR18058 P		Buseck	WATER FROM THE HEAVENS- THE OR
GR18060 P		Buseck	SC- WATER FROM THE HEAVENS- TH
GR18046 P		Buseck	PI- WATER FROM THE HEAVENS- TH
GR18051 P		Buseck	CS- WATER FROM THE HEAVENS- TH
GR17277 P		Buseck	CS-MPS0382 BUSECK KECK

## Fundamental Studies on Spider Egg Case Silk Biomaterials and their Mimics

*Jeffery Yarger, School of Molecular Sciences, Arizona State University.*

*Kaushal Rege, School of Engineering of Matter, Transport & Energy, Arizona State University.*

# Project Summary or Scope of Work (SOW)

- Understand the basics of the research and key terms
- Anticipate any other expenses or logistics
- All expenses will need to support this SOW, and every expense justification should tie back to it

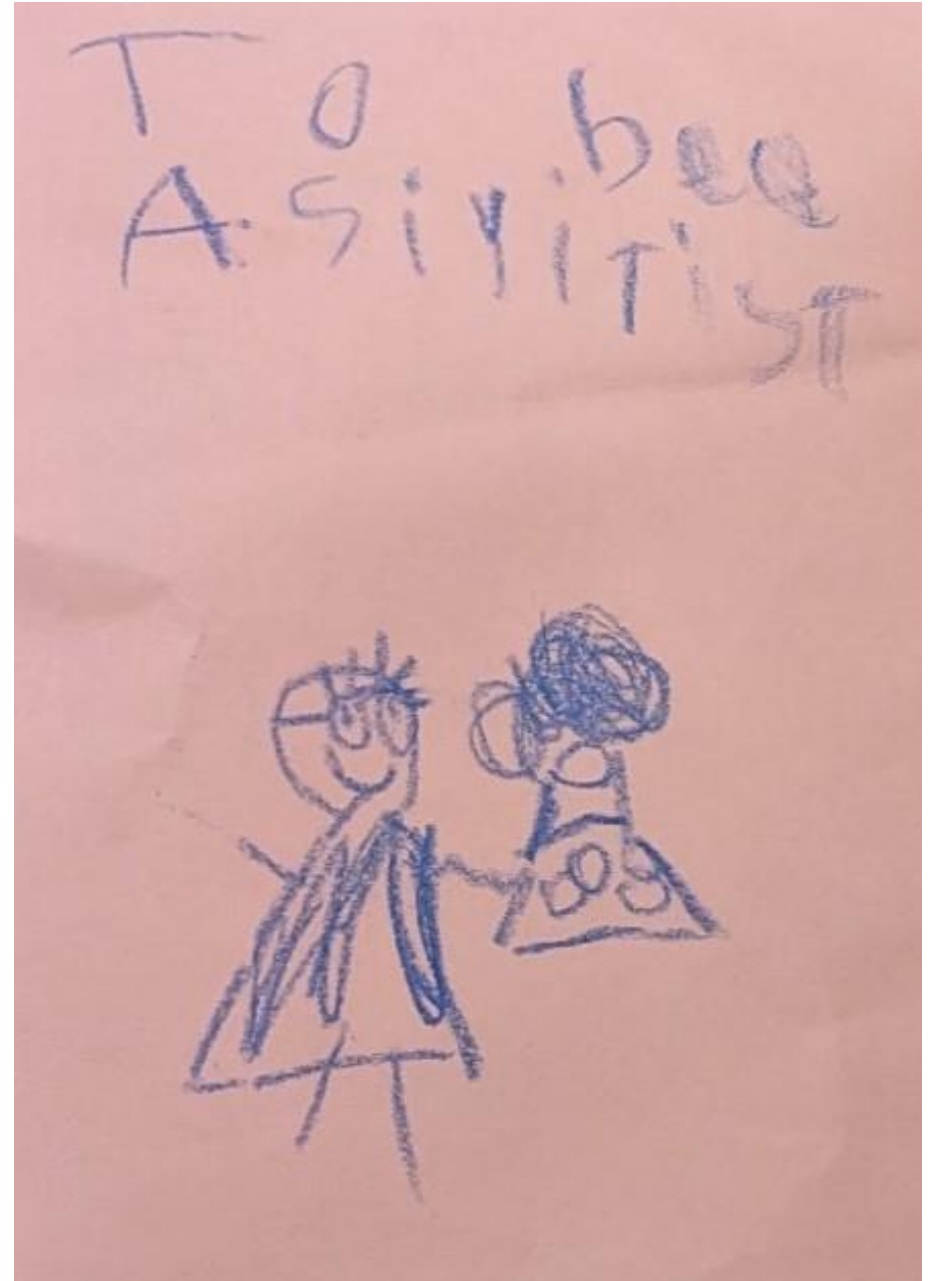
### Overview

Silk is a fascinating, naturally occurring biomaterial that has had a large impact on human civilization. Although silkworm silk is the most commonly investigated biomaterial, in part because of wide availability, the diversity of spider silks available can lead to new generations of hitherto unexplored biomaterials. Spiders produce different forms of silk proteins or spidroins, of which, tubuliform and aciniform silk is used to construct egg cases. Spider egg case silk proteins and biopolymer fibers have scarcely been studied, compared to spider dragline silk and silkworm silk. Yet, its mechanical properties (e.g. toughness) and conserved and repetitive gene sequence have been known and shown to be significantly different from other spider silks. Our joint research team will explore the structure-function relationship in spider egg case silks, design spider silk-mimicking polypeptides derived from spider egg case silk protein motifs, generate nanomaterials composed of egg case silks and nanoparticles, and evaluate the biocompatibility of spider egg case silks.

### Intellectual Merit

Our research team will develop new methods for obtaining appreciable quantities of enriched spider egg case silks and carry out fundamental structural and property investigation using cutting edge characterization approaches. We will design and generate new peptide mimics derived from repetitive amino acid motifs found in spider egg case proteins in order to carry out structure-function and self-assembly studies, and potentially overcome any production bottlenecks for practical application. Using both spider silk polypeptides and processed spider egg case silk, we will synthesize nanoparticle-silk composite biomaterials with tunable optical, mechanical and thermal properties. All of the above biomaterials and silk-nanoparticle interfaces will be characterized at the molecular level using advanced solid-state Nuclear Magnetic Resonance (ssNMR) and x-ray diffraction (XRD) techniques. Therefore, we propose to determine a systematic structure-function relationship in spider egg case silk proteins, spider silk polypeptides, and silk-nanoparticle biomaterials. Finally, we will comprehensively evaluate the biocompatibility, including toxicity and immune response of the spider egg-case silks using 2D and 3D cell culture and pilot in vivo studies.

**You don't have  
to understand it  
like a "siyitist"**



## Key Steps



~~1. Understand~~

**2. Inform**

**3. Plan**

# Share the Good News

## 2. Inform



- Send the PI a new award email
- CC interested parties
- Attach proposal & award docs



# Sample New Award Email 1/3

Hi Dr. \_\_\_\_\_,

Congratulations on your new [sponsor] award! The award notice has been fully executed, and your new account has been created. The award notice, statement of work, final budget dated \_\_\_\_\_, and budget justification are attached for your reference.

**Project Title:**

**Sponsor Award Number:**

**ASU Account Number:** GR

**Cost Share/Subaward/Participant Support/Child Account:**

**Start Date:**

**Obligated End Date:**

**Anticipated End Date:**

**Direct Award Year 1:**

**Total Award Year 1:**

**Anticipated Total Award:**

# New Award Email 2/3

**Deliverables:** Please note the deliverable schedule on page \_\_\_\_ of the award notice.

**Foreign Travel:** Your budget includes funds for foreign travel. Be sure to submit a trip request in Concur before booking any travel. Please check with me before booking any flights on a non-US airline so I can confirm whether it complies with the Fly America Act.

**Progress Reports:** Your first technical progress report is due \_\_\_\_\_.

- a) NSF: Please log into [Research.Gov](#) and follow [these instructions](#) to complete your Research Performance Progress Report (RPPR).
- b) NIH: The RPPR is completed in [eRA Commons](#). Full instructions are available [here](#).

**Publications:** Your budget includes \_\_\_\_ for publication fees. Please be sure to credit the sponsor in any publications associated with this research and include the publications in your annual progress report.

**Summer Salary:** The budget includes \_\_\_\_ months of summer salary for you and \_\_\_\_ months for [co-PI]. (For NSF) Please note that NSF limits each person to 2 months of summer salary per calendar year across all NSF grants.

# New Award Email 3/3

## My Questions:

- **Personnel** – Your budget includes funds for [titles/names] in the first year. Should anyone be paid on this grant right away?
- **Start Date** – The start date is \_\_\_\_\_.
  - a) (If in the past) Do you have any expenses since that date that need to be transferred to this account?
  - b) (If in the future) Would you like to request a pre-award to move the start date back up to 90 days? Under expanded authorities ASU can notify the sponsor that we're using our pre-award rather than request permission.
- **Services** – Your budget includes funds for services/facility user fees. Would you like me to add this account to iLab? If so, who do you authorize to assign iLab charges to it?
- **Capital Equipment** – The budget includes funds for capital equipment. Do you have designated lab space for the \_\_\_\_\_?

**[Pre-award RA]**, is there anything else from FP\_\_\_\_\_ that I should be aware of?

# Outlook Tip #1 Quick Parts

Quick Parts are Outlook templates with your custom text

To create a Quick Part:

1. Enter your text in an email and highlight it
2. Insert tab
3. Quick Parts
4. Save Selection to Quick Part Gallery
5. Name your Quick Part and hit Enter

The screenshot shows the Outlook interface with the 'Insert' tab selected. The 'Quick Parts' group is expanded, and the 'Save Selection to Quick Part Gallery...' option is highlighted. A 'Create New Building Block' dialog box is open, showing the following details:

- Name: Rebudget Justification
- Gallery: Quick Parts
- Category: General
- Description: (empty)
- Save in: NormalEmail
- Options: Insert content only

The background shows an email draft with the following content:

Please send a justification that addresses the bullet points below, and I'll prepare an ERA award

Budget Revision -

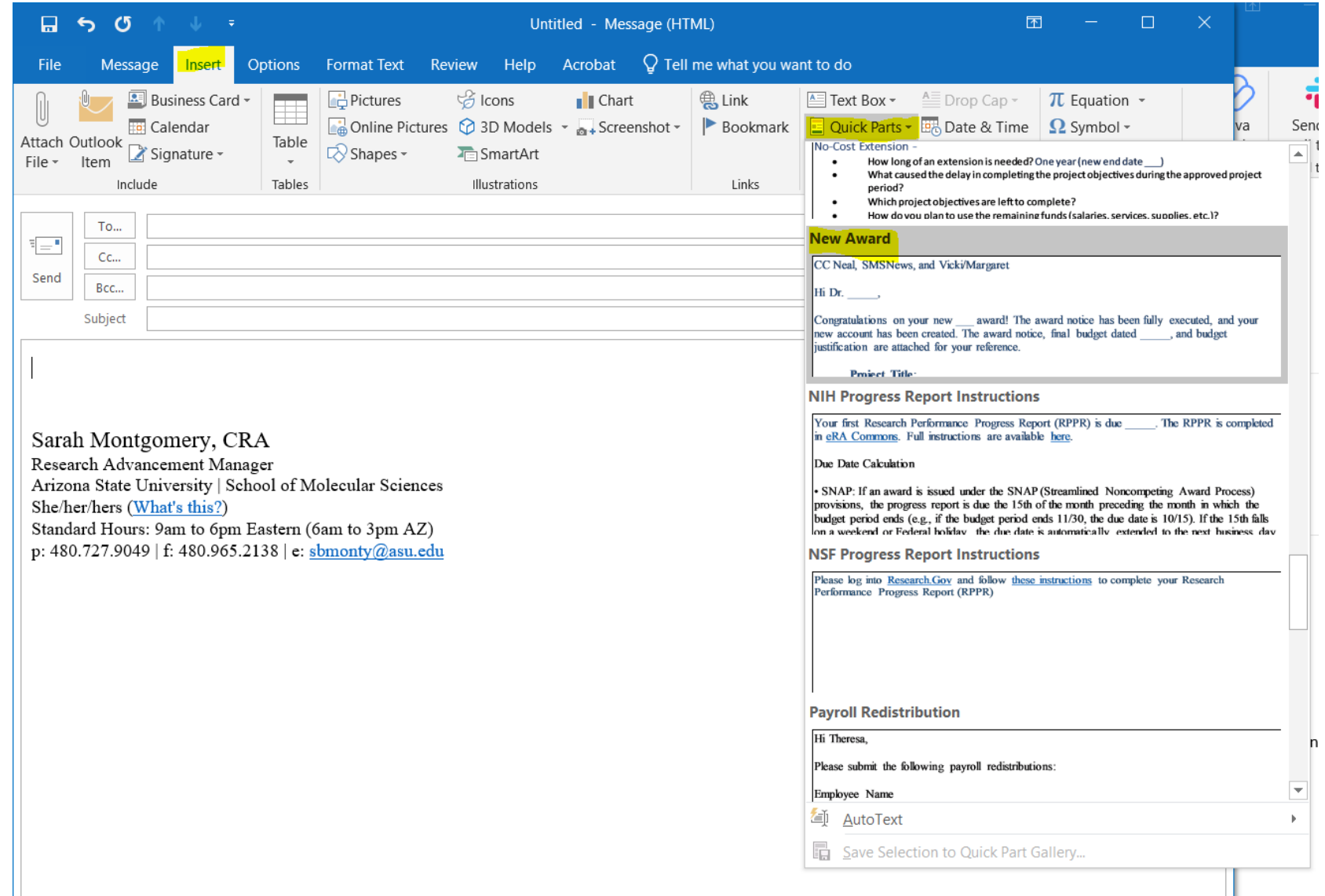
- Briefly explain what prompted the budget revision.
- How will the proposed change benefit and/or improve the project?
- How will the Scope of Work be impacted as a result of this change?
- What budget category(s) would you like to pull funds from?

The email body also contains sections for 'After-the-Fact Review Report' and 'At-Risk Justification'.

# Insert a Quick Part

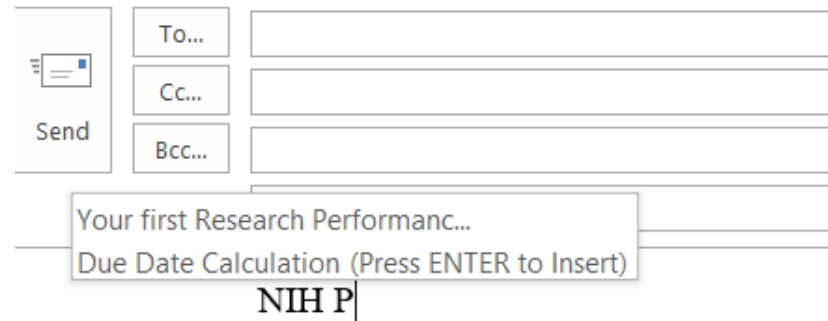
To insert your Quick Part in an email:

1. Insert tab
2. Quick Parts
3. Select from the list



OR simply start typing the Quick Part name in the body of an email

and hit Enter when you see the pop-up



The screenshot shows an email client interface. On the left, there is a 'Send' button with an envelope icon. To its right are three input fields labeled 'To...', 'Cc...', and 'Bcc...'. Below these fields, a dropdown menu is open, displaying a suggestion: 'Your first Research Performanc...' followed by 'Due Date Calculation (Press ENTER to Insert)'. The text 'NIH P' is visible below the dropdown menu.

Sarah Montgomery, CRA  
Research Advancement Manager

**Thanks,  
Outlook!**



# Project Kickoff Meeting

## Key Steps



~~1. Understand~~

~~2. Inform~~

**3. Plan**



### 3. Plan



# Make a Plan

- Action items
- Cost share
- (Re)Budget restrictions
- Unusual award terms

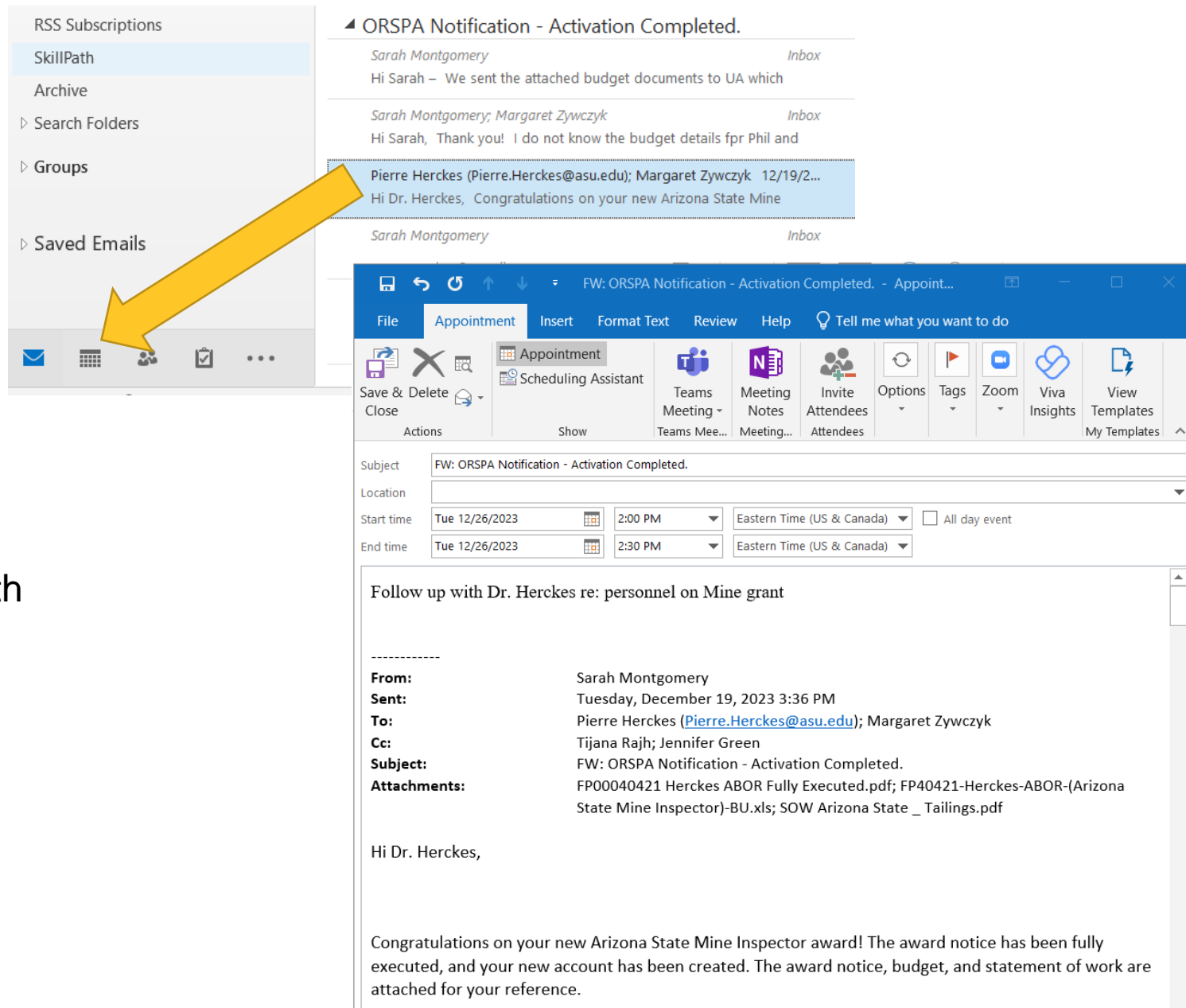
GIVING  
GIFTS TO



YOUR  
FUTURE SELF

# Outlook Tip #2 Drag & Drop to Create Events

- Click on an email and drag it to the Calendar icon
- Outlook will create an event with the subject and text from that email
- Use this to quickly set yourself reminders to follow up



The screenshot illustrates the process of creating an appointment in Outlook. On the left, the navigation pane shows folders like 'RSS Subscriptions', 'SkillPath', 'Archive', 'Search Folders', 'Groups', and 'Saved Emails'. A yellow arrow points from an email in the 'SkillPath' folder to the 'Calendar' icon in the bottom-left corner of the Outlook interface. The main window displays the 'Appointment' ribbon tab, with the 'Appointment' group active. The appointment details are as follows:

**Subject:** FW: ORSPA Notification - Activation Completed.  
**Location:** [Empty]  
**Start time:** Tue 12/26/2023 2:00 PM Eastern Time (US & Canada) [All day event checkbox]  
**End time:** Tue 12/26/2023 2:30 PM Eastern Time (US & Canada)

The appointment description contains the following text:

Follow up with Dr. Herckes re: personnel on Mine grant

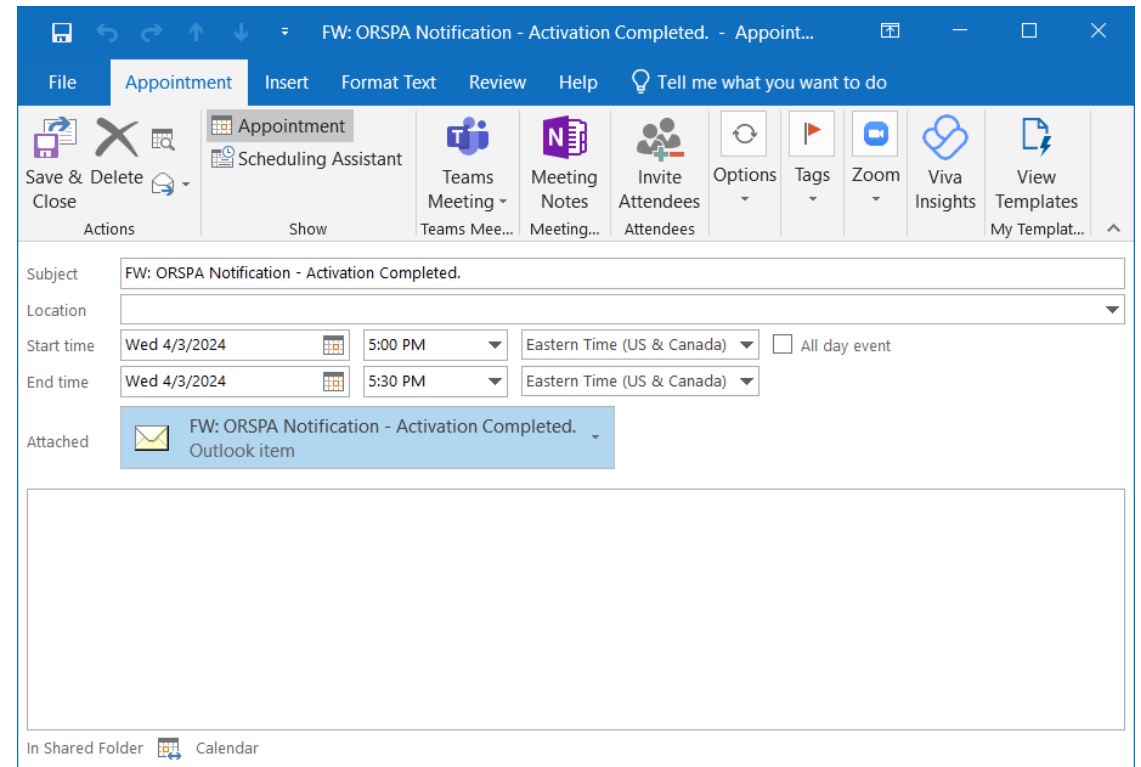
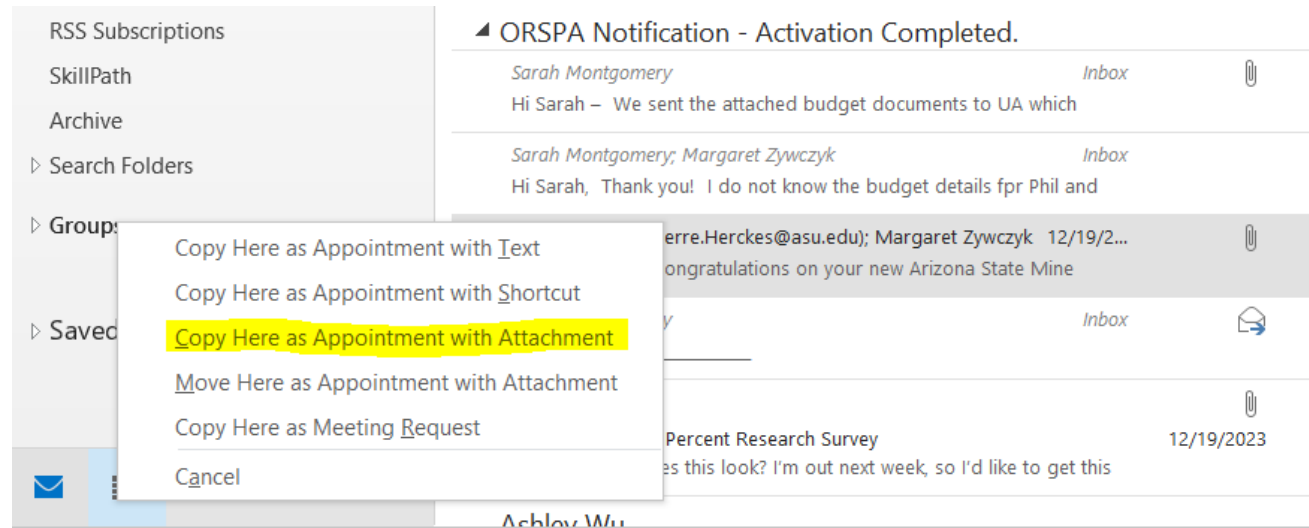
-----  
**From:** Sarah Montgomery  
**Sent:** Tuesday, December 19, 2023 3:36 PM  
**To:** Pierre Herckes ([Pierre.Herckes@asu.edu](mailto:Pierre.Herckes@asu.edu)); Margaret Zywczyk  
**Cc:** Tijana Rajh; Jennifer Green  
**Subject:** FW: ORSPA Notification - Activation Completed.  
**Attachments:** FP00040421 Herckes ABOR Fully Executed.pdf; FP40421-Herckes-ABOR-(Arizona State Mine Inspector)-BU.xls; SOW Arizona State \_ Tailings.pdf

Hi Dr. Herckes,

Congratulations on your new Arizona State Mine Inspector award! The award notice has been fully executed, and your new account has been created. The award notice, budget, and statement of work are attached for your reference.

# Outlook Tip #2 Drag & Drop to Create Events

Right-click on the email and drag it to the Calendar icon to keep the attachments or schedule a meeting



## Key Steps



### 1. Understand

- **Get to know your award**

### 2. Inform

- **Send a new award email and/or schedule a kickoff meeting**

### 3. Plan

- **Gifts for your future self**

**Tri-University**  
**Research**  
**Administration**  
**Conference**



Sarah Montgomery, CRA  
sbmonty@asu.edu

# Thank You!

**Be sure to complete all 3  
TURAC surveys for a chance  
to win a **\$25 gift card!****

