

A large, blue, multi-pointed starburst shape is centered on a background with a green-to-yellow gradient. The starburst has a dark blue outline. Inside the starburst, the text "I Need a Do Over!" is written in a stylized, red, 3D font with a white outline and a slight shadow.

I Need a
Do Over!



URKKK!

**Glenda Bullock
Washington University**

**Robert Andresen
University of Wisconsin**



CRASH!



ZAMMM!

**Heather Offhaus
University of Michigan**



Proposal Deadlines

Proposal Deadlines

- Roles & Responsibilities
- Know the end
- Have a plan
- Get folks on board
- Know alternatives for submission
 - Don't always trust electronic systems

The image features the word "VOUCH!" in a bold, red, 3D bubble font. The letters are thick and have a slight shadow, giving them a three-dimensional appearance. The exclamation mark is also in the same style. The text is set against a solid yellow background.

Cost Sharing

Cost Sharing

- How much is too much?
- Identifying Sources vs. Actual Spending
- What qualifies as cost sharing?
 - Defining the project scope
 - Amounts too small to matter?

CLANK!

Cost Sharing – Part 2

Your PI Said What?

- Read the resources, budget justification and, if possible, scan the text of the proposals
- Legal implications
- Financial implications
- What do you do now?

The image features the text "E-E-YO!" in a large, bold, yellow, 3D-style font with black outlines. The letters are slanted to the right. The background is a solid purple color. The entire image is framed by a green border.

Establishing Effort Plans

Establishing Effort Plans

- No reason not to, every reason to!
- Create a safe space
- Know the requirements that are non-negotiable
- Choose how to communicate

POWIE!

Encumbrances

Encumbrances

- Who's minding the store?
- Subawards
- Intended purchases



CRUNCH!

**Invoice Submitted Too Late for
Payment**

Invoicing Submitted Too Late for Payment

- Negotiate invoice schedules
- Initiate Close-out Activity Prior to End Date
- Notify Sponsor if Running Late
- Risk Assessment
 - Outstanding Vendor Payments vs. Posted Charges



Relinquishing Statements

Relinquishing Statements

- Checklist for Departing PI
- Estimate of Final Expenditures
 - Don't forget a "reserve" for late or unanticipated expenses.
- Don't assume that the Sponsor will accept revisions.



POW!

Uninvited Company

When a Stranger Comes to Call

- Who should you talk to and who shouldn't you?
 - Who can authorize visits?
- Importance of monitoring visitors
 - Safety precautions
 - Data management
- Is there anyone you should call?

The logo for the AIEE! organization. It features the letters 'AIEE!' in a large, bold, yellow, stylized font with a black outline. The letters are set against a blue background. A small circular logo with the letters 'AIEE!' is located at the bottom right of the main text.

Don't send that email!

Don't Hit Send

- Read, re-read, re-check.... Delete
- Sensitive Subjects? Don't use!
- Not as sensitive, ask someone to read
- Never send anything you wouldn't say

A large, blue, multi-pointed starburst shape is centered on the page. The background is a green gradient that transitions from a light green at the top to a dark green at the bottom. The starburst has a dark blue outline and contains the text "Your Favorite?" in white, italicized font.

Your Favorite?