



OoR Updates and IRR Changes Preview

Office of Research

April 10, 2025



Agenda

- Tracking Federal Changes
 - <https://research.syracuse.edu/2025/03/28/tracking-federal-changes/>
- Systems Integration and Process Improvements
- IRR Form Changes Preview
- Research Data (Why It Matters)
- Form Fields and Institutional Definitions

SU Research Administration Systems

- **InfoEd**

- Holds the detail data for sponsored projects proposals
- OSP's current system of record

- **PeopleSoft Grants Module (PSGM)**

- Holds the detail data for sponsored projects administration and accounting
- OSA's current system of record; **OSP's system of record as of 4/14/25**

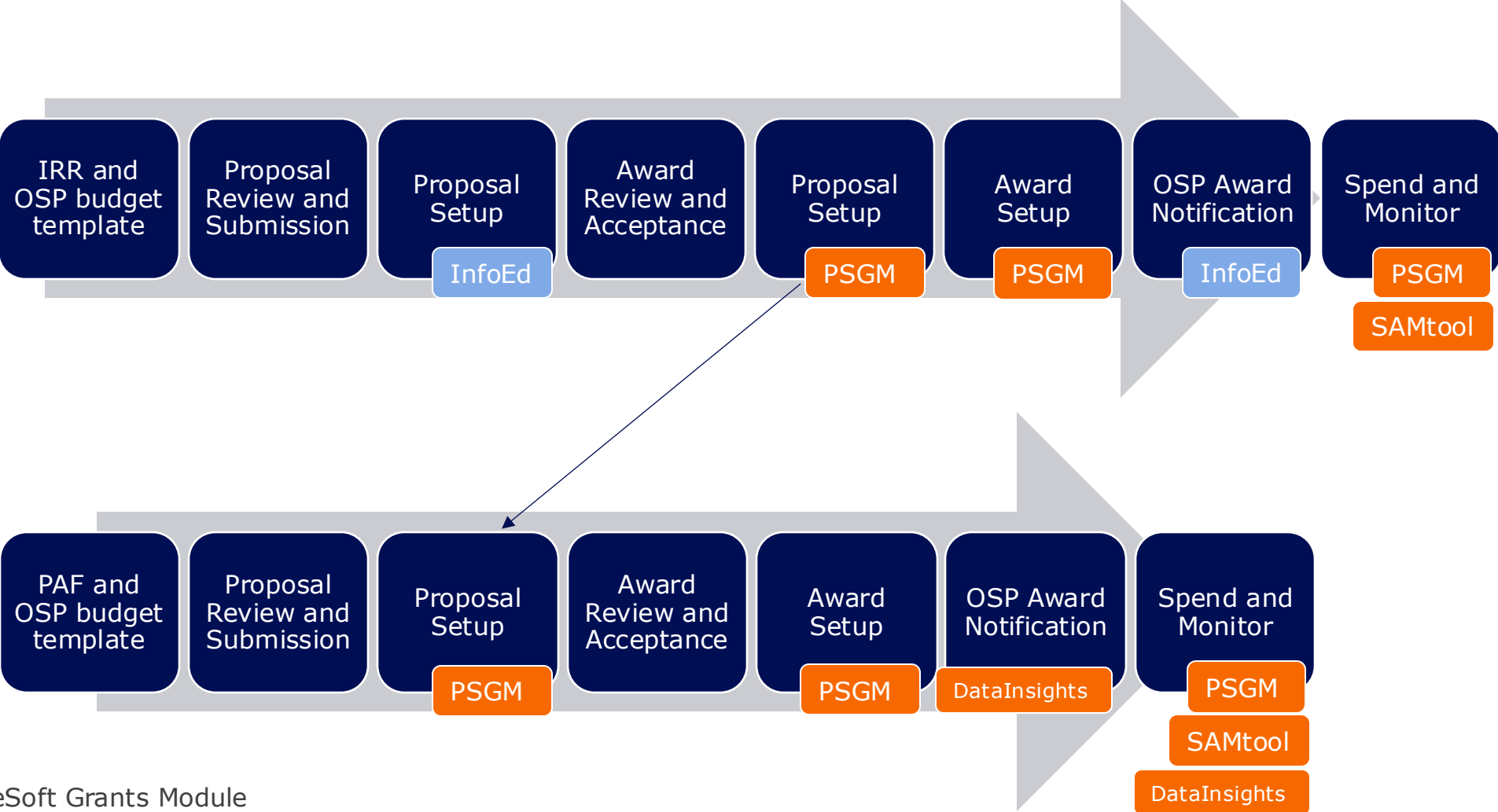
- **SAMtool**

- Window into the PSGM for PIs and departmental research administrators (DRAs)

- **DataInsights**

- SU's Tableau-based analytics platform
- Provides data visualizations, e.g., research expenditure overview, viewing the general ledger, awards, and pending proposals

Systems Integration



PSGM, PeopleSoft Grants Module

OSP Award Brief

SU OSP Award Brief
Run Date: 4/7/2025 11:01:15 AM

Contract: [REDACTED]
Project ID: All
OSP Contact: Gullo,Rosario

SU OSP New Award Brief
 Printed on: 05-Sep-2023

PS Contract No.:	[REDACTED]	Award Date:	05-Sep-2023
Chart String + Project No.:	[REDACTED]		
InfoEd Institution No.:	[REDACTED]		

PARTICIPANTS

PI Name:	PI E-Mail:	PI Dept No:	PI Dept/Unit Name:
Buzard, Kristina	[REDACTED]	[REDACTED]	[REDACTED]
Associated Depts:	[REDACTED]		
Centers:			

SPONSOR & PROJECT INFORMATION

Sponsor Name:	[REDACTED]
Sponsor Type:	College/University
Sponsor Award No.:	[REDACTED]
Originating Sponsor:	[REDACTED]
Proposal Title:	[REDACTED]
Short Title:	[REDACTED]
CFDA #:	N/A
Preaward Cost Date:	
Instrument Type:	Subgrant (Prime = Grant)
Payment Type:	Cost Reimbursable
Awarded Project Period:	01-Sep-2023 - 30-Sep-2024
Current Budget Period:	01-Sep-2023 - 30-Sep-2024

BUDGET INFORMATION

Program Type:	Research - Basic
On/Off Campus:	On Campus
Indirect Cost Rate:	10%(Modified Recovery - Sponsor Cap)
Fringe Benefit Rate:	Federal
Prior Sponsor Total Cost Limit:	\$0.00
Direct Costs Subject to F&A:	\$42,678.00
Direct Cost N/S to F&A:	\$0.00
Total Direct Costs:	\$42,678.00
F&A Costs:	\$4,268.00
Awarded Sponsor Total Cost:	\$46,946.00
Total Restricted by Sponsor:	\$0.00
TOTAL AWARDED TO DATE:	\$46,946.00

Spc Budget Considerations:

COST SHARING

Cost-sharing:	No
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SPONSOR & PROJECT INFORMATION

Contract No:	[REDACTED]
Award Date:	2025-04-01
Award Type:	New
Award PI:	[REDACTED]
Award Number:	[REDACTED]
FAIN:	[REDACTED]
Sponsor Name:	[REDACTED]
Sponsor Type:	Other Not for Profit
Primary Sponsor Name:	[REDACTED]
Primary Sponsor Type:	Federal Agencies
Proposal Title:	[REDACTED]
Short Title:	[REDACTED]
Award Project Period:	01-Aug-2024 - 31-Jul-2025
Current Budget Period:	01-Aug-2024 - 31-Jul-2025
Preaward Cost Date:	
CFDA #:	93.323
Program Type:	RES
Instrument Type:	SUBGRANT
Payment Type:	As Incurred

IRR Form Changes Preview



Institutional Routing and Review Form (IRR)

Proposal Approval Form (PAF)



[Print Form](#) Internal Routing & Review of Sponsored Programs - (Instructions) OSP Proposal No.#: _____

Proposal Type: New Resubmission Renewal Continuation Revision (Supplement) Preproposal Other

1. SPONSOR & PROJECT INFORMATION

Deadline Date: _____ Time: _____ (OSP submits prior to 5pm) Deadline Receipt: _____ Postmark: _____ Paper: _____ Electronic: _____

Sponsor: _____ Originating Sponsor: _____

Program Name: _____ CFR Contact: Gary Girzadas or _____

Project Title: _____

2. PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR (PI/PD) & DEPARTMENTAL CONTACT INFORMATION

PI/PD: _____ Campus Address: _____

Dept Name & Code: _____ Tel: _____

2nd Dept Name & Code: _____ Email: _____

Dept Admin Name: _____ Fax: _____

3. BUDGET INFORMATION AND INSTITUTIONAL CONTRIBUTIONS

Project Type: Research: Basic Applied Development Testing or Instruction/Training or Other Sponsored Activity

F&A Rate Used: _____ Period of Performance: Start-End dates from _____ to _____

Alternative or non-federal (A/NF) rate used: _____ % Support Requested from Sponsor: _____

Explanations for A/NF Rate:	Year One		All Years
	Modified Rate - Sponsor Cap	Direct Costs	
Modified Rate - SU Approved	F&A Cost		
Waived Rate - Sponsor Prohibits	Total Costs		
Waived Rate - SU Approved			

Cost Sharing (CS): None offered Application Required Voluntarily Offered OSP Use

CS \$ Offered: _____ Year One: _____ All Years: _____

Grad Student Involvement (select activity type):
 Research Teaching Administrative

PI Effort Voluntarily Offered: _____ % Acad Yr
 Grad Student Tuition Needs: None

Other Key Personnel Effort Voluntarily Offered: _____ % Acad Yr
 Institutional Remitted Tuition Credits Offered per yr: _____
 Institutional Scholarship Credits Offered per yr: _____

4. OTHER OVERSIGHT ISSUES INCLUDING NEED FOR ADDITIONAL RESOURCES

Inter-institutional Credit/ Collaborations	YES	NO
a) Inter-school/college collaborations are proposed. Project expenditures and F&A will be allocated to multiple units. • If Yes, allocation is defined to be _____ (e.g. 50/50 etc) or defined in attached budgets _____. • PIs/Faculty with joint appointments: allocation of F&A will be 50%/50% unless otherwise indicated and approved by deans.	<input type="checkbox"/>	<input type="checkbox"/>
b) Project involves an SU Center or Institute; if Yes, specify _____. • Faculty affiliated with Centers or Institutes without a department number are reminded to note applicable Center/Institute.	<input type="checkbox"/>	<input type="checkbox"/>
c) Project includes collaborators from other institutions; required documents & authorizations have been obtained & provided to OSP.	<input type="checkbox"/>	<input type="checkbox"/>
Effort / compensation / leave	YES	NO
d) Acad year course relief for any key personnel is proposed. If Yes, signatures convey chair(s)/dean(s) approval.	<input type="checkbox"/>	<input type="checkbox"/>
e) Faculty or staff extra service or overload is proposed. If Yes, signatures convey chair(s)/dean(s) approval.	<input type="checkbox"/>	<input type="checkbox"/>
f) Faculty released time (full semester or AY) is proposed. If Yes, dean's signature conveys released time will be granted.	<input type="checkbox"/>	<input type="checkbox"/>
Additional Resources Needed	YES	NO
g) New instrumentation or equipment (including computers and software applications), apparatus, or furniture is required for the project but not funded by the proposal. If Yes, attach a brief description of how these items will be procured and supported in the long-term (if applicable); signatures on the IRR convey chair's and dean's approval.	<input type="checkbox"/>	<input type="checkbox"/>
h) Expanded utility or network services to support proposed equipment are required (e.g. for computer, chemical fume hoods, air conditioning, biological safety cabinets, etc.). If Yes, plans for maintaining beyond the term of the award must be approved by the chair and attached.	<input type="checkbox"/>	<input type="checkbox"/>
i) IT related services, which may include data security management and/or other data storage needs (e.g. - use of the Green Data Center), are required for the proposal. If Yes, attach the approvals from ITS/or the computing group in your area along with a brief explanation of the IT services required for the project.	<input type="checkbox"/>	<input type="checkbox"/>
j) Renovation, construction or rental of space is required or proposed. If Yes, attach approval from Vice Chancellor (VC).	<input type="checkbox"/>	<input type="checkbox"/>
k) Additional personnel or space beyond that provided in the proposal is required. If Yes, attach additional approvals from chair, dean and VC with explanation of how personnel or space need will be addressed.	<input type="checkbox"/>	<input type="checkbox"/>
Other cost-related matters	YES	NO
l) Equipment will be purchased and space is adequate to support use. Necessity for item(s) is described in budget justification.	<input type="checkbox"/>	<input type="checkbox"/>
m) Program income to be generated as a result of the project as a result of conference fees, equipment user fees, etc.	<input type="checkbox"/>	<input type="checkbox"/>



Sponsor and Project Information

Proposal Type

New - A new proposal being submitted for the first time to this sponsor

Resubmission - A revised version of a previously submitted proposal that was not funded by this sponsor

Competitive Renewal - A proposal to continue a funded project beyond its approved project period that will compete with all new applications in the same funding cycle (sometimes called a competitive continuation)

Supplement - A request for additional funding for an existing award to expand its scope, add new components, or address unexpected circumstances

Pre-proposal - A condensed preliminary proposal (sometimes called a letter of intent, concept paper, or similar)

Incoming Transfer - An award transferring to Syracuse University from another institution accompanying a new faculty appointment

Submission Deadline

Sponsor

The organization from which Syracuse University will receive funding directly. Often, there is just one sponsor entity. In these situations, this entity is both the Sponsor and

Transition Timeline

- April 10: IRR Form Changes Preview (this session)
- May/June: Proposal Approval Form (PAF) launch and walkthrough sessions
- For proposals due on or before 6/30: Either IRR or PAF accepted
- For proposals due on or after 7/1: PAF required; IRRs no longer accepted

IRR/PAF

- Serves as the official data source for institutional records on proposals for external funding and subsequent awards
- Documents approvals and authorization of committed resources

Research Data (Why It Matters)



Research Data & Analytics Initiative

- **Strategic Goals**

- Enhance the university's data reporting and analysis capacity for research performance metrics (proposal submissions, awards, expenditures) to support data-informed decision-making and strategic planning
- Produce consistent, accurate, and timely information to key internal and external stakeholders
- Implement best practices for data governance including guidelines and policies for data access, usage, and security
- Develop self-service dashboards and reports for campus users and provide companion training and reference resources

- **Current Efforts**

- Support system transition to PSGM and migration of existing data from InfoEd to PSGM, in close collaboration with OSP, OSA, and the Comptroller's Office
- Replicate and create data validation and other critical internal reports to ensure successful transition and identification of any issues
- Continue implementation of HERD reporting improvements for sponsored and institutional research expenditures

- **Objectives for AY2025-2026**

- Roll-out initial batch of self-service dashboards in DataInsights and resources to campus users
- Continue development and implementation of data governance strategy and communicate progress to campus partners

- **High quality reporting is reliant on front-end data collection via the IRR/PAF!**

Why is HERD data important?

- Used by policymakers, federal agencies, and others to assess national R&D trends and inform decisions on S&T investments
- Highlights the role of universities in driving innovation, economic growth, and workforce development through research activities
- Helps institutions demonstrate the impact of their research efforts when seeking funding
- Provides insights for university leadership to assess research strengths, allocate resources effectively, and set institutional priorities
- Used for benchmarking and comparison among peer institutions

HERD, Higher Education Research and Development; see <https://sumailsyr.sharepoint.com/sites/VPRdata>.

Form Fields and Institutional Definitions



Form (Data) Fields

- Project Type
- Proposal Type
- Sponsor and Prime Sponsor
- Investigator Roles
- Intellectual Credit
- Cost Sharing

Project Type

What is the primary activity of the proposed project? In this instance, "primary" means that over 50% of the project's proposed effort and associated expenditures are related to one of the three activities described below.

Research & Development (R&D) - Creative and systematic work undertaken in order to increase the stock of knowledge—including knowledge of humankind, culture, and society—and to devise new applications of available knowledge. Creative and scholarly activities and research training are included in the definition of "R&D."

Instruction - Teaching and training activities, including curriculum development. "Instruction" does not include research training, which is considered "R&D."

Other Sponsored Activity - Work other than Instruction and R&D. Examples include health service projects and community service programs.

Project Type

- Determines classification for reporting purposes
- Helps determine applicable F&A rate
- Mandatory for financial system classification

Project Types

- **Research & Development (R&D)**

- Creative and systematic work undertaken in order to increase the stock of knowledge—including knowledge of humankind, culture, and society—and devise new applications of available knowledge
- Creative and scholarly activities and research training are included in the definition of “R&D”
- Includes three subtypes: **Basic Research**, **Applied Research**, and **Experimental Development**

- **Instruction**

- Teaching and training activities, including curriculum development
- Does not include research training, which is considered “R&D”

- **Other Sponsored Activity**

- Work other than Instruction and R&D; e.g., health service projects, community service programs

R&D Subtypes

For project examples of each subtype, see <https://sumailsyr.sharepoint.com/sites/VPRdata>

- **Basic Research**

- Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view
- Includes creative and scholarly activities

- **Applied Research**

- Original investigation undertaken in order to acquire new knowledge
- Directed primarily towards a specific, practical aim or objective

- **Experimental Development**

- Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes

Proposal Type

- **New Proposal**
 - First-time submission to the sponsor
- **Resubmission**
 - Revised version of a previously unfunded proposal
- **Competitive Renewal**
 - Continuation of a funded project competing with new applications
- **Supplement**
 - Request for additional funding to expand scope or address new circumstances
- **Pre-proposal**
 - Condensed preliminary proposal, also known as letter of intent or concept paper
- **Incoming Transfer**
 - Award transferring to Syracuse University with a new faculty appointment

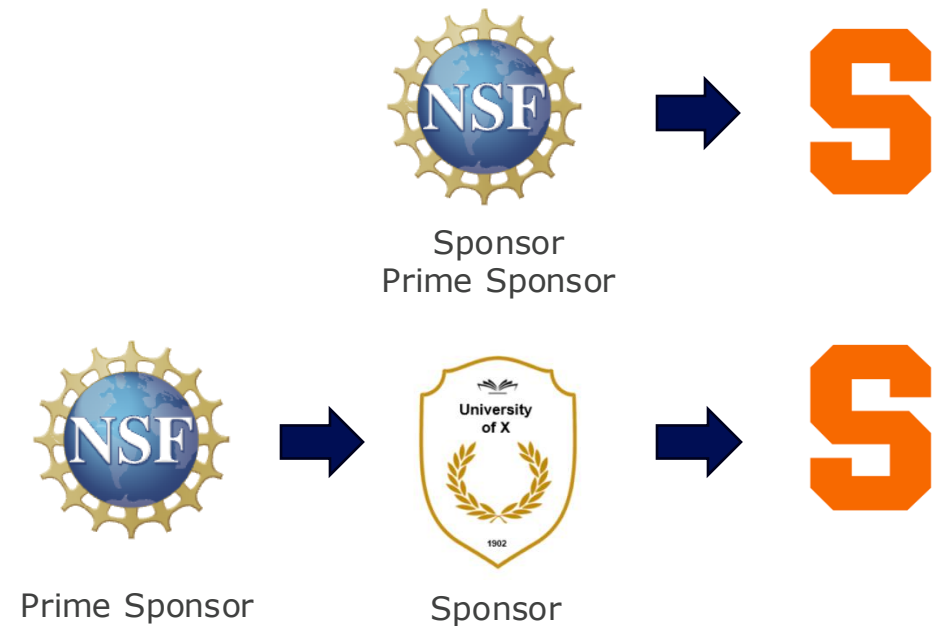
Sponsor and Prime Sponsor

- **Sponsor**

- Organization providing funding to Syracuse University directly
- Entity can be both Sponsor and Prime Sponsor

- **Prime Sponsor**

- Originating source of funds
- May or may not be Syracuse University's Sponsor



Investigator Roles

- **Principal Investigator (PI)**

- Includes Project Director (PD)
- Responsible for activities on a project
- Handles fiscal accountability, administration, and compliance
- “Multiple Principal Investigators” (MPIs) should all be designated “PI”; first PI listed serves as the Contact PI

- **Co-Principal Investigator (Co-PI)**

- Includes Co-PD
- Senior member of key personnel team
- Shares responsibility with PI for project oversight
- May direct a portion of the project

- **Co-Investigator (Co-I)**

- An individual the PI relies on to assume responsibilities above those of other personnel who make significant contributions to the project
- Shares responsibility with PI for project oversight
- Can be named in the proposal as Co-I provided the sponsor accepts the role

- **Other Senior/Key Personnel**

- Named in the proposal
- Shares responsibility with PI for project oversight
- Does not have a specific sponsor-defined role designation as referenced above

Intellectual Credit

- Reflects agreement among project participants
- Represents percentage of intellectual contribution
- Does not necessarily reflect anticipated dollars or effort

	Role	Name	Email	Department	Intellectual Credit (%)
1	PI	Investigator 1	invstg1@syr.edu	BMCE	35
2	Co-PI	Investigator 2	invstg2@syr.edu	BCME	25
3	Co-PI	Investigator 3	invstg3@syr.edu	EECS	25
4	Other Sr/Key Person	Investigator 4	invstg4@syr.edu	EECS	15

Must total 100%



Cost Sharing

A portion of project or program costs borne by an entity other than the sponsor

- **Sponsor Mandated**

- Required by the sponsor as a condition of the award
- Must be documented, tracked, and reported to the sponsor

- **Voluntary Committed**

- Not required by the sponsor but is explicitly pledged in the proposal
- Once committed, becomes a binding obligation and must be tracked and reported to the sponsor

- **Voluntary Uncommitted**

- Additional effort or resources provided beyond what was proposed but not explicitly pledged in the proposal or award
- Does not need to be tracked or reported to the sponsor

Cost Sharing, cont'd.

- Voluntary cost sharing should be offered only in exceptional circumstances.
- Voluntary committed cost sharing should be rarer still.
- Documented approvals of any type of cost sharing and from all sources must be submitted to OSP prior to proposal submission.

Other University Commitments

- **Effort Commitment Outside Regular Duties**
 - Academic year course release or research leave
 - Teaching buyout
 - Extra service
- **Commitment of University Resources**
 - Labs, machine shop, space, effort not budgeted, tuition, etc.
- **Environmental Health and Safety**
 - Certifications for lasers, radiation, biosafety, etc.

Next Steps

- Continue to use the IRR with these institutional definitions in mind.
- Watch for PAF launch and info sessions in May and June.
- Send us your questions and feedback!

- “Leading With Distinction” Town Hall: Research
April 29 | 11:00am–12:15pm | Virtual
[Register here](#)



Q&A

Contact Jill Ferguson, Director of Research Services
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