

# VERAM

**Veterans Education and Research Association of Michigan (VERAM) Contracts and Grants Management (CGM)** supports your research through:

- 1. Managing Request for Proposals (RFPs)** to promote Investigator Initiated Research Projects
  - a. VERAM CGM staff will identify potential project sponsors to elicit a response and initiate CRADA process.
  - b. VERAM CGM staff will identify appropriate industry or foundation sponsors for the project and initiate pre-award services.
  
- 2. Facilitating Industry Sponsor negotiations which involves:**
  - a. drafting a Cooperative Research and Development Agreement (CRADA) between the Sponsor and the VA;
  - b. obtaining Financial Conflict of Interest (FCOI) forms from Principal Investigators (PIs) and Co-Investigators (Co-Is);
  - c. obtaining project scope of work and protocol from PI(s)
  - d. Assembling the proposal package and sending to VA General Legal Counsel (GLC) for their review;
  - e. Facilitate the CRADA editing process (using track changes) between the Sponsor and GLC;
  - f. Finalizing the CRADA;
  - g. Routing for VERAM/VA approvals;
  - h. Once CRADA is executed, IRB submission and budget negotiations are initiated;
  - i. VERAM Research Coordinators are included in the study coordination process to inform budgeting for study supplies and efforts per the protocol; and
  - j. All project support and deliverables are finalized.
  
- 3. Grants Management:**
  - a. Pre-Award Services:**
    - i. providing funding opportunities for review;
    - ii. facilitate and support Program Director (PD) communications;
    - iii. coordinating grants submission(s) process;
    - iv. assisting in the assembly of grant proposals and their components;
    - v. submitting grant proposal;
    - vi. monitoring review process; and
    - vii. providing notifications and supporting required follow-up.
  
  - b. Post-Award Services:**
    - i. liaise with PD, collaborators and subcontractors;
    - ii. set up project account(s);
    - iii. procure materials, supplies and equipment;
    - iv. manage payments pulldowns and budget vs. actuals;
    - v. generate budget and budget narrative reports as needed (specific to Federal Financial Reporting guidelines);
    - vi. re-budgeting services with Institute and Center (IC) Grants Management Specialist (GMS); and
    - vii. final reporting and grants closeouts.