

Office of Sponsored Projects

Analysis of Tasks

Pre-Award and Post-Award

**Pre-Award**

* Update faculty of prospective funding opportunities available - **OR**
* Proposal Development-Coordinate with prospective PI:
  + Introduction/Specific Aims/Concept - **PI**
  + Program Narrative/Research Strategy/etc. - **PI**
  + Budget and Budget Justification **– PI presents draft to** **OSP**
  + Personnel:
    - Key and all other personnel involved in project - **PI**
    - Bio-sketch - **PI**
    - Percentage of Effort for this proposal and any other research - **OSP**
    - Facilities and equipment – **PI**
    - Sub-award information and negotiation – **PI working with OSP**
    - Letters of Support - **PI**
      * Letters from Department Chair - **PI**
      * Letters from Collaborators - **PI**
      * Letters from sub-awardees - **PI**
      * References: - **PI**
        + Dean of the PCSP - **PI**
        + Provost - **PI**
        + President - **PI**

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**Pre-Award – Continued**

* Research Protection Requirements (Compliance) – **OSP/PI**
  + Conflict of Interest - **OSP**
  + IRB – **PI provides Protocol Approval Document to OSP**
  + IACUC – **PI provides Protocol Approval Document to OSP**
  + Bio-Safety - **PI provides Protocol Approval Document to OSP**
* Innovation/Clinical Significance - **PI**
* Disclosures - **PI**
* Bibliography - **PI**
* Institutional Specific Information - **OSP**
* Tracking progress of proposal package for submission to grantor agency - **OSP**
* Internal Review and Approval – **PI discussion with Provost or Dean and OR**
* Submission of proposal package to grantor agency – **PI to provide complete set of documents to OSP. PI and OSP determine a deadline when documents are completed before submission of materials to meet funding agency’s deadline.**

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**Post-Award – OSP**

* Process Notice of Award (NOA) – **OSP**
  + Notify PI – **OSP (If PI is notified, PI will promptly notify OSP)**
  + Setup of accounts/budget on Banner Finance and Research Administration system - **OSP**
* Award financial management – **OSP**
  + Budget revisions – **PI in consultation with** **OSP**
  + Processing No-Cost-Extension if required – **PI submits justification to OSP approximately 60 days before final ending date of award**
  + Monitoring sub-awardee financial activity and coordinate with PI/Co-PI - **OSP**
  + Annual Progress Reporting – **OSP/PI**
    - Annual Financial Report to Grantor - **OSP**
    - Annual Progress Report by PI – **PI/Co-PI prepare and notify OSP**
    - General internal financial reporting to PI and others – **OSP**
  + Award Closeout – **OSP/PI**
    - Final Financial Report to Grantor – **OSP**
    - Final Outcomes Report by PI/Co-PI – **PI/Co-PI**
* Effort monitoring and certification - **OSP**
* Compliance monitoring
  + Conflict of Interest (COI) – Annual certification by PI/Co-PI - **OSP**
  + Institutional Review Board (IRB) – **PI provides Protocol Approval Document to OSP**
  + Institutional Animal Care and Use Committee (IACUC) – **PI provides Protocol Approval Document to OSP**
  + Bio-Safety - **PI provides Protocol Approval Document to OSP**

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**Other Duties – OSP**

* Internal financial reporting for PI/Co-PI
* Submission of requests for reimbursement of expenditures
* Filing quarterly Federal Financial Reports (FFR)
* Billing other third parties (i.e. sub-awards granted to PCSP/PC)
* Processing payments to sub-awardees
* Assessment of F&A (Indirect) Costs to applicable grants
* Posting of F&A (Indirect) Costs and other adjustments to Banner Finance
* Set up funds on Banner Finance for funded grants
* Development and maintenance of website content for OSP
* Maintenance of grant proposal documentation (electronically and physically)
* Quarterly Report of Grant Receipts
* Quarterly Report of F&A (Indirect) Costs recovered
* Coordination of renewal of College’s F&A (Indirect) Cost rate/s
* **Possible future duty: Review and certification of EAR for procurement purposes for grant funded Direct Costs (Proposed to Business Office)**
* Maintenance and update to Grant Activity Report
* Other duties as deemed necessary

**NOTE: The Office of Sponsored Projects performs all financial tasks typically provided by the Business Office:**