



An Overview of Sponsored Project Administration

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Outline

- ORS Structure
- Award Administration Process
 - Award Acceptance
 - Award Management
- Contractual Actions
- Award Closeout
- Tips and Resources
- Questions

Organizational Structure

Office of the Vice President for Research and Partnerships (OVPRP)

Office of Research Services (ORS)

- Research Information Services (RIS)
- Proposal Services (PS)
- Award Administration (AA)



The screenshot shows the website for the Office of Research Services (ORS) under the Vice President for Research and Partnerships (VPRP) at The University of Oklahoma. The page features a navigation menu with links for Home, About, Research Services, Research Support, Corporate Portal, Centers & Institutes, and News & Events. The main content area is titled "Office of Research Services" and includes a paragraph describing the ORS's role in supporting externally funded research and sponsored activities. A "Quick links" section provides direct access to various resources. Below this, there is a "Calculate Your Submission Processing Timeline" tool with a date input field. The ORS is noted to consist of five units, which are listed in a vertical menu: Research Information Services (RIS), Proposal Services, Award Administration, Training and Development, and Data Management.

 VICE PRESIDENT FOR RESEARCH AND PARTNERSHIPS
The UNIVERSITY of OKLAHOMA

HOME ABOUT RESEARCH SERVICES RESEARCH SUPPORT CORPORATE PORTAL CENTERS & INSTITUTES NEWS & EVENTS

Office of Research Services

The goal of the Office of Research Services (ORS) under the Vice President for Research and Partnerships (VPRP) is to function as a highly trained, customer service-oriented organization whose primary purpose is to support externally funded research and sponsored activities within the university community. ORS has responsibility for pre-award and award administration on the Norman campus and Norman campus-related programs on the Tulsa campus. ORS is the institutional unit authorized by the Board of Regents to submit proposals to and accept awards from external entities for financial support in the form of grants, contracts, and cooperative or other agreements. For general questions, call the ORS main phone number, (405) 325-4757, or contact us at ris@ou.edu.

Quick links

- [Submit Proposal Information Sheet](#)
- [Cayuse Research Administration](#)
- [Staff Directory](#)
- [Obtaining Accounts and Registrations](#)

Calculate Your Submission Processing Timeline(MM/DD/YYYY):

Enter the Sponsor Deadline Date

Office of Research Services consists of five units:

- Research Information Services (RIS)
- Proposal Services
- Award Administration
- Training and Development
- Data Management

Primary Roles

Research Information Services (RIS)

- Announcements/newsletter
- Sponsor portal access/accounts
- Limited submission programs
- Training/Database management

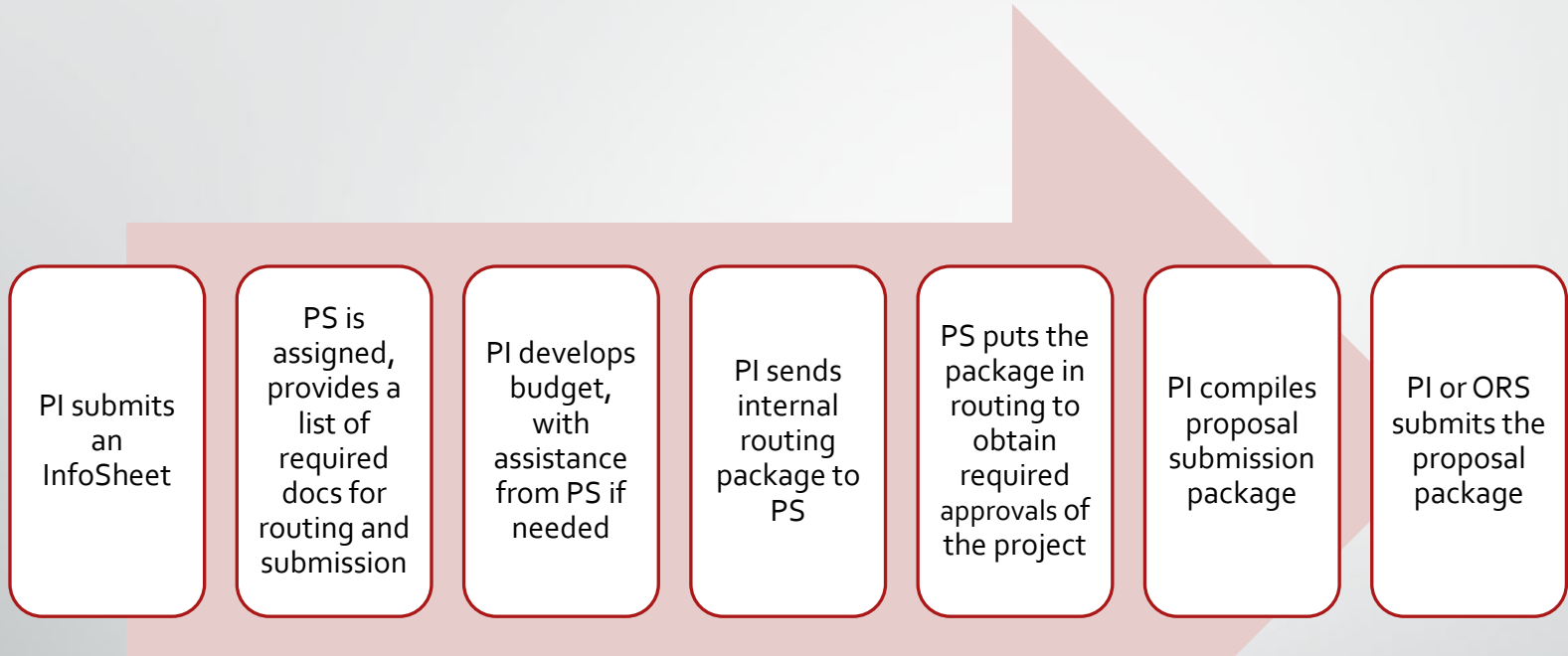
Proposal Services (PS)

- Budget development
- Sponsor Guideline interpretation
- Proposal submission
- Sponsor forms/certification

Award Administration (AA)

- Award receipt
- Agreement negotiation and terms and conditions monitoring
- Agreement compliance review

Proposal Submission Process



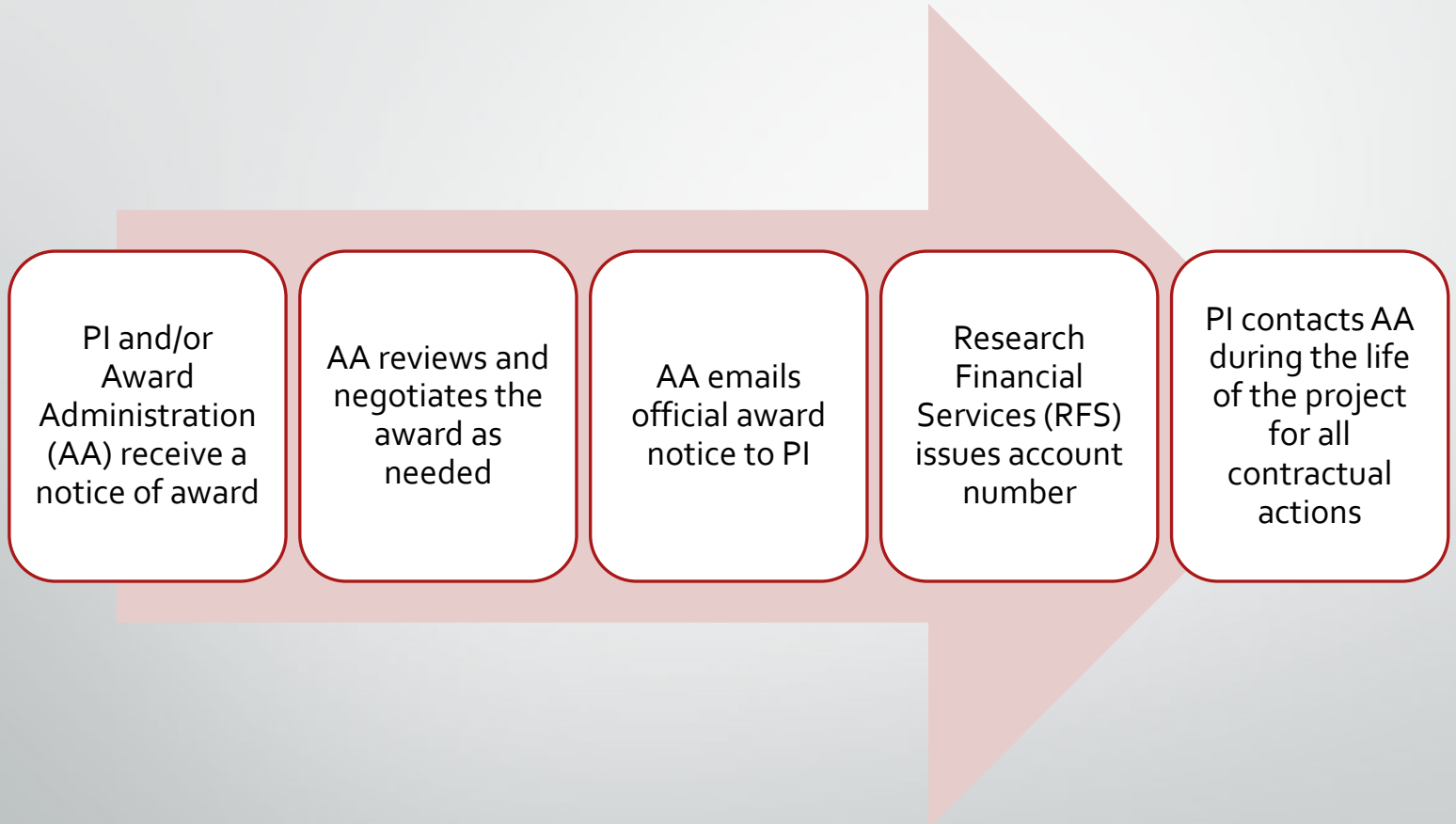
NOTE: **ORS** is the institutional unit **authorized** by the Board of Regents of the University of Oklahoma to **submit proposals** to and **accept awards** from external entities for financial support in the form of grants, contracts, and cooperative or other agreements.



Sponsored Projects

- Externally funded research, instruction, public service, or scholarly activity binding the University to a defined scope of work or set of objectives that provides a basis for sponsor expectations.
- The sponsor could be a government agency, private corporation, or non-profit organization.
- Sponsored projects that support research or other sponsored activities may be in the form of grants, contracts or cooperative agreements.

Award Administration Process



Award Acceptance

Responsibility	Award Acceptance
Principal Investigator (PI)	<ul style="list-style-type: none">• forward any sponsor correspondence to AA.• review the proposed budget to ensure it aligns with the awarded budget and assist in resolving any discrepancies• complete and send to AA compliance documents. if required for the project such as Conflict of Interest (COI), Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), Human Subjects, and Institutional Biohazard Committee (IBC), (which includes Recombinant DNA, Biohazards, /Select Agents or Toxins, and radioisotopes)• respond promptly to AA requests for information or files; any program officer correspondence should be copied to AA

NOTE: *Principal Investigators are **NOT** authorized to sign or accept awards on behalf of the University.*

Award Acceptance

Responsibility	Award Acceptance
ORS Award Administration (AA)	<ul style="list-style-type: none">• inform PI of receipt of award• review and negotiate award terms in coordination with Legal, Export Control, and Office of Technology Commercialization to ensure terms and conditions are appropriate for an academic institution• confirm required human and animal subject protocols, biohazards, radioisotope, and conflict of interest clearances are in place• routinely update PI on of progress of negotiations• obtain institutional signature on award, and return to sponsor• send processed award notice to PI and to Research Financial Services (RFS), who will set up the account

Award Management

Responsibility	Award Management
Principal Investigator (PI)	<ul style="list-style-type: none">• maintain compliance with the terms and conditions of the sponsored agreement using ethical and responsible conduct• ensure timely completion and submission of required technical reports. ORS is only involved if required• work with AA on no cost extension or other award modifications through the life of the award• work with Research Financial Services (RFS) and departmental personnel as needed or required by Sponsor; ensure expenditures are compliant and reported• remain compliant with all university and sponsor policies and procedures pertinent to the award
ORS Award Administration (AA)	<ul style="list-style-type: none">• process No Cost Extensions (NCE), modifications, supplements, technical and patent reports• correspond with the sponsor throughout the life of the award

NOTE: ORS does **NOT** manage any financial post-award activities or equipment reports.

Contractual Actions

- Prior approvals
 - Formal request that some sponsors may require for changes to an award. These changes can include: Rebudgeting, No-cost time extensions, Carry forward, Changes to the scope of work or PI, and Pre-award spending.
- No Cost Extension (NCE)
 - NCEs are requested to complete the programmatic obligations of the grant and **cannot** be granted if the justification given is simply to spend unobligated funds.
 - If a NCE request is anticipated, the PI should contact the AA for guidance on the sponsor's requirements and any deadlines.
- Change of PI
 - Requests for a change in the PI must include the reason(s) the change is necessary, a copy of the proposed new PI's CV and any other documents required by the sponsor.
 - AA will submit a request to the sponsor requesting the change.
- PI Transfer
 - If the PI is transferring to OU and the award is already under administration at the PI's prior organization , the AA will coordinate between the PI and the prior organization.
 - PI is transferring to another academic institution; AA will coordinate with the PI, Research Financial Services (for the unexpended funds) and work with the sponsor regarding what is required for the transfer.

The Closeout

Most agencies require submission of closeout reports, including:

- Final technical reports
- Invention disclosure reports
- Property reports are handled by Research Financial Services (RFS)
- Financial reporting is handled by Research Financial Services (RFS)

There are instances when the PI and ORS must submit these reports collaboratively, depending on the agency.

Top Tips

Read the award Terms and conditions. As the PI, you are responsible for the program requirements.

Apply responsible management practices to ensure that required reports are submitted to the sponsor.

All expenditures must be reasonable, eligible, and allocable to the sponsored project and consistent with the terms and conditions of the award.

The PI is responsible for ineligible expenses or loss of payments due to non-compliance with the terms and conditions of awards.

Retain all applicable technical and financial supporting documentation as required for compliance, audits, and monitoring reviews.

Ensure that all expenditures are incurred during the approved project period.

Resources

- ORS Website:
<https://www.ou.edu/research-norman/research-services/>
- ORS Training Website :
<https://www.ou.edu/research-norman/research-services/training>
- ORS FAQs:
<https://www.ou.edu/research-norman/research-services/faq>
- Center for Faculty Excellence (CFE);
The Research & Creative Activities
Team:
<https://www.ou.edu/cfe/research>



Contact Information

- Research Information Services (ris@ou.edu) can answer general questions or direct you to the appropriate person
- Leslie Flenniken Kelly, Associate Director of Award Administration (lflenniken@ou.edu)
- Sogol Rasouli, Associate Director of Research Information Services (Sogol.rasouli@ou.edu)
- Bonnie VanWinkle, Associate Director, Proposal Services (bvanwinkle@ou.edu)
- Center for Faculty Excellence - Clara Smith, Associate Director, Research (Clara.Smith@ou.edu)

Thank you for viewing this session!





QUESTIONS?