



ORS Process: Internal Routing

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What is a sponsored project?

Sponsored projects are supported by external funds for work that has deliverables, such as research, service, instruction, or training; these are processed through ORS.

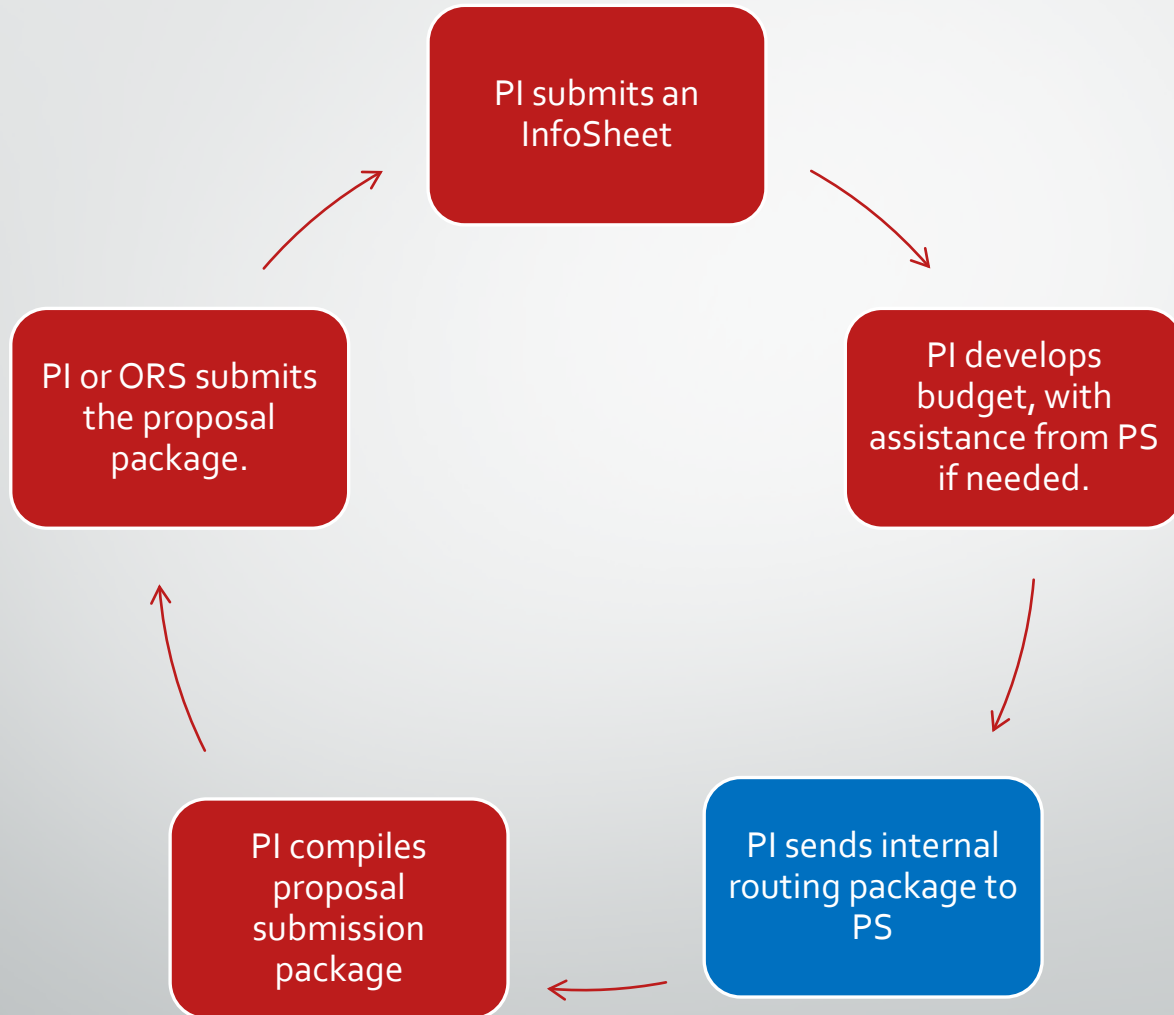
Some exceptions include gifts, which are generally processed through the OU Foundation, and fellowships that are paid directly to the PI.

Office of Research Services

Generally, proposals to be submitted to external sponsors are processed through the Office of Research Services (ORS), which is comprised of three primary units:

- Research Information Services (RIS)
- Proposal Services (PS) – This is the unit that oversees the ORS Internal Routing process.
- Award Administration (AA)

Basic Proposal Submission Process



Internal Routing Process

Internal routing is required anytime a full proposal is being submitted through ORS. Pre-proposals (e.g., proposals, white papers, concept papers, LOI) with a required detailed budget also require routing.

Internal routing ensures acknowledgment and certification of stakeholders within OU (e.g., PIs, co-PIs, department chairs, college deans), and helps in managing compliance (e.g., IRB).

Internal routing should be done at least two weeks prior to sponsor deadline; four weeks prior if the proposal involves subcontracts or cost-share.

Once the internal signatures are secured, then ORS (or the PI) has legal authority to submit the proposals on behalf of the University.

Internal Routing – Required Documents

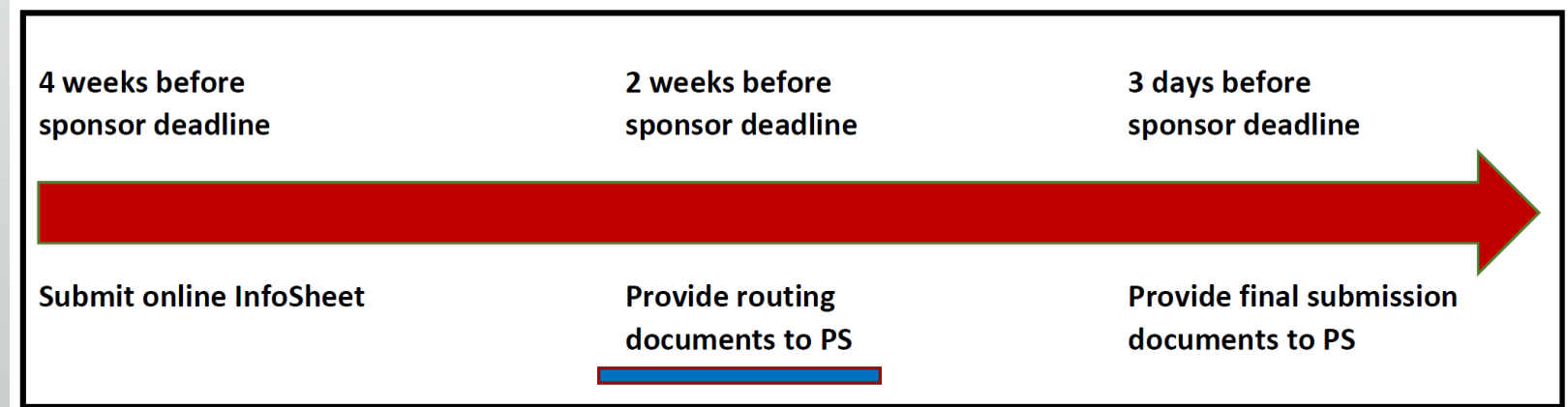
Documents required for all internal routing

- Draft Statement of Work (SoW), Summary, or Abstract
- Budget on the [ORS Budget Template](#)
- Final Budget Justification

Additional required documents for some proposals

- If cost share is required, a cost share commitment letter is needed.
- If a subcontract is involved, ORS will need a SoW, a budget, a budget justification, and a Letter of Intent (LOI) signed by an authorized individual from the subcontract organization.

General Timeline



Note: More complex proposals (e.g., those with cost share requirements; those with subcontracts) may require more lead time.



VICE PRESIDENT FOR RESEARCH AND PARTNERSHIPS

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Office of Research Services

The goal of the Office of Research Partnerships (VPRP) is to support the research community. ORS has received funding from the Norman campus-related Board of Regents to submit proposals in the form of grants, contracts, and cooperative agreements.

For general questions, contact us at 405-251-4757, or contact us at ris@ou.edu.

Calculate Your Sponsor Deal

Enter the Sponsor Deal

- Office of Research Services Home
- Submit a Proposal Information Sheet
- Funding Opportunities
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Research Services

The Vice President for Research and Partnerships is a service-oriented organization whose primary purpose is to support sponsored activities within the university administration on the Norman campus and the institutional unit authorized by the Board of Regents for financial support from external entities for financial support.



Contact us at 405-251-4757, or contact us at ris@ou.edu.

Timeline(MM/DD/YYYY):

Tweets

University of Oklahoma R...
@OUResearch · 10h

How does the ocean temperature impact fish? 🐟 A study led by Dahiana Arcila, @OU_Biology assist. professor & @SamNobleMuseum assistant curator is investigating how environmental shifts over millennia can lead to changes in fish size. Learn more at bit.ly/OUBioFish

<https://ou.edu/research-norman/research-services/research-services-home>

ORS Website

Contact Information

- Research Information Services (ris@ou.edu) can answer general questions or direct you to the appropriate person.
- Cindy Clark (cgclark@ou.edu) can provide information about research-related training.

Thank you for viewing this session!

