Submitting an ORS Information Sheet

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On what kinds of projects is an Info Sheet required?

- If you are receiving external funds for any work (research, service, instruction, training, etc.) that has deliverables, then it is a sponsored project, and the OU (VPRP) policy is that it goes through ORS. Going through ORS requires an Info Sheet.
    - Deliverables may include but aren't limited to: briefings, reports, photos/films, workshops, training events, creation of content or materials, accomplishment of requested or agreed to tasks or objectives, etc.
    - There is no criteria related to what is in an agreement/contract or threshold of funds involved that overrides the requirement to contact ORS.

- The only exceptions to this are gifts (which go through the OU Foundation) and funds that are going to be paid personally (not through OU) to a PI directly (as in some fellowships) and if an official recharge center has been set up through the VPRP.

- All sponsored projects require an information sheet, including all types of preliminary submissions.

Why do I have to fill out an Infosheet?

- It is a requirement that all faculty and staff are expected to route externally funded projects; the Infosheet is the first step in the process (policy is on VPRP website).

- The Infosheet submission:
  - Puts the proposal in the ORS queue/calendar.
  - Assist with some compliance actions.
  - Is used as a tracking/process initiation tool for many offices including OTC, EC, IT, and VPRP.
  - Provides ORS the initial data used to load Cayuse (the University's internal sponsored projects software).

- No documents are required to submit an information sheet.

When do I have to fill out an Infosheet?

- **<u>From a requirement perspective:</u>** Anytime external funds are being requested or sponsored work is being proposed. This includes submission of preliminary proposals, white papers, concept papers, letters of notice/intent, statements of interest, talking papers, fellowships and full proposals. An info sheet is not required if the PI is accepting the funds personally (nothing is flowing to any area of OU; usually these are fellowships that don't allow organizational acceptance).

- **<u>From a timing perspective:</u>** As soon as you know you are submitting a proposal you should complete the Infosheet. If not earlier, four weeks prior to deadline should be projected for uncomplicated proposals. You should project **more** than 4 weeks if the proposal involves subcontracts, cost share, special forms/certifications, or complicated instructions.
  - **Submission date of the Infosheet is a consideration of priority in the event of heavy or conflicting deadlines.**

Why do I have to route my proposal?

- Internal routing of the proposal:
    - Makes the appropriate people (coPIs, department chairs and college deans for PI/coPI) aware of the proposal, any commitments, and requires their certification.
    - Documents certain compliance actions are done or flags them for monitoring.

- Once routing is complete
    - ORS (or the PI) has authority to legally submit the proposal on behalf of the University.
    - Any AOR signed forms and/or letters are obtained.
    - It ensures the PI and their department receive appropriate credit for the sponsored projects work being conducted.

- What documents are needed for internal routing?
    - Draft SOW/Summary/Abstract, Budget on OU template, Draft Budget Justification
    - If a subcontract is involved, then a subcontract package is needed (SOW, Budget, Budget Justification, Official letter of commitment)

Important things to know

The Pre-Award Process involves <mark>two</mark> steps Proposal and Award

- **Step 1: Proposal Submission (Proposal Development Specialist – PDS)**
  - Submit an <u>Information Sheet</u> to ORS. (required for all sponsored projects, even at preliminary stages).   PDS is assigned
  - Develop the budget on OU's template (budget development assistance from PDS & training is available)
  - Submit documents for internal routing to PDS (draft sow/summary, budget on OU template, draft budget justification, subcontract package if needed)
  - Internal routing - this ensures that all co-PI's, Senior Personnel, Dept Chairs and/or Deans have reviewed and certified the proposal. Completion of routing gives permission for PI/PDS to submit proposal.
  - Gather/create required documents for the submission.
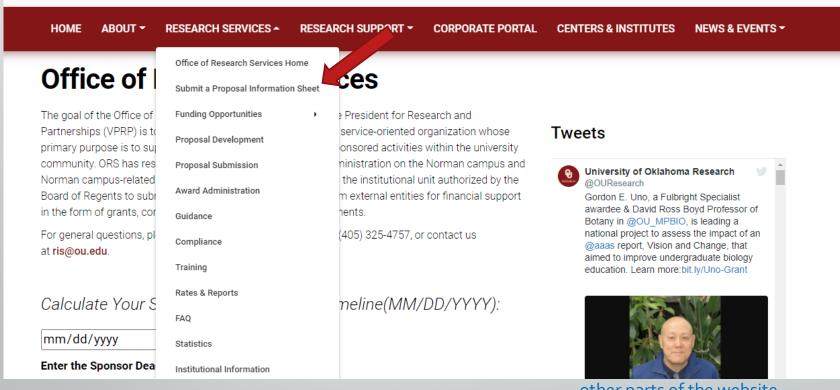 - Proposal Submission by PDS or the PI.

Important things to know

- **Step 2: Award Administration (Sponsored Programs Coordinator – SPC)**
    - Notice of Award (NOA) or requests for pre-award information received (such as Just in Time). PI notice from sponsor may come weeks before official notice is received but please let SPC know if you receive word.
    - SPC will work with PI and PDS on sponsor requested budget revisions.
    - SPC will negotiate the contract/agreement and obtain the appropriate signatures.
    - SPC (with PI involvement) will obtain compliance approvals (Legal, OTC, Export Control, IRB, IACUC), certifications and signatures.
    - SPC will send out the internal NOA and hand-off the award to Research Financial Services (ReFS) to set-up award account. Note that ReFS also does Advance Account actions.
    - The SPC is the Administrative contact for the award through the life of the award and will process modifications, supplements, and no cost extensions (NCE).

Awards cannot be completely processed if step 1 is not done prior to step 2.

How do I find the link for the Info Sheet?

- It is on the VPRP website as a drop down menu option and also as a 'quick link' in various places throughout the ORS section of the website such as Proposal Development and Proposal Submission. It is also under FAQs.

- Email ris@ou.edu

- Email your Proposal Development Specialist (or one you have worked with in the past).

- Do a search on the OU homepage for Info Sheet or Information Sheet.

Info Sheet Link

other parts of the website

https://www.ou.edu/research-norman/research-services/research-services-home