OSRP - Sponsored Programs Guidelines

OSRP Mission

As the role of faculty members and students expands into research and other sponsored programs, the Office of Sponsored Research and Programs (OSRP) recognizes the importance of supporting these activities within the academic environment. OSRP and its staff are committed to the support of research and scholarly endeavors of UNCP faculty, staff, and students.

Introduction

The University policy defines Sponsored Programs as, "Any activity sponsored, in whole or in part, by sources external to UNCP for which there is an expectation of performance, deliverable or outcome by the funding agency or sponsor of the activity. Sponsored Programs may support instruction, research and/or public service activities, etc. However, a program does not need to include all elements to be considered "sponsored." Examples of externally-funded activities include, but are not limited to: research, instruction, conferences, public events, library grants, etc. Additional information on the UNC System Code and policies is available at UNC Policy Manual.

Sponsored programs are awarded through various mechanisms - grants, contracts, non-teaching consulting services, and cooperative agreements, and/or other legally binding means of transfer. While faculty, staff and/or students may be the authors of proposals requesting funding, the University is the recipient of external support. As such, the University accepts responsibility for oversight, compliance management and appropriate conduct of sponsored activities on behalf of the principal investigator or project director. To enable this process, the University has implemented controls for compliance and sound management of all sponsored activity, including but not limited to, a centralized, coordinated approach to the review, approval, submission and management of all sponsored programs.

NOTE: The University is entitled to decline any sponsored projects (grants, awards, contracts, etc.) submitted without institutional review and approval.

Proposal Preparation

OSRP will provide the following services to any faculty, staff and/or students interested in sponsored programs:

- Assistance in developing ideas into proposals
- Assistance with developing budgets
- Proposal submission

There are two types of proposals:

- Solicited Proposal – an invitation from a funding agency/sponsor that encourages the submission of a competitive proposal for a specific program announcement or area of interest. A proposal in form of a Request for Quotation (RFP) or Request for Application (FRA);
- Unsolicited Proposal – proposal submitted to a potential funding agency/sponsor without a program announcement

Basic Proposal Design – A well thought proposal will at a minimum…

- Meet stated needs of the funding agency/sponsor
- Follow the program direction and guidelines
- Be directed to reviewers (in-house or peer reviewer)
- Persuades/justify the need for the work
- Document achievable/deliverables
- Have a clear, consistent, and concise narrative
- Have a well justified budget consistent with scope of work

Basic Budget Design – A well thought budget will at a minimum …

- Be complete, adequate and accurate
- Include the appropriate budget categories
- Be designed within sponsor norms and guidelines
- Have a clear justification consistent with the proposed scope of work, including consistent expenses
- Properly inflated for future years

Review Process

The following items need to be reviewed, evaluated, and approved by UNCP before a proposal is submitted:

- Percentage of faculty time on project and, if necessary, approval for time-release or buyout requests
- Expectation of performance or outcome by the funding agency/sponsor
- Specific description of the activity/work to be conducted (proposal or contract) sometimes known as a
- *Scope of Work*
- Defined time period for the work to be conducted
- IRB and IACUC review
- Conflicts of Interest
- Export Controls
- Budget
- Definition of how the funds may be spent and what conditions may apply to residual funds
- Inclusion/allowance of Indirect Costs/Administrative Costs
- Use of University resources – equipment, space, students - mandate processing through OSRP to determine classification, i.e., does the activity qualify as a sponsored program and who must approve the use of these resources
- Outside employment forms

NOTE: All proposals must be reviewed by OSRP before submission. Proposals must be delivered at least five (5) business days before deadline. The University reserves the right to decline a proposal or an award that was submitted late or not reviewed/approved by OSRP.

Grants & Contracts Management

Sponsored programs are awarded through various mechanisms - grants, research contracts, non-teaching consulting services, and cooperative agreements, and/or other legally binding means of transfer of funds for the provision of services. OSRP is responsible for:

- Contract negotiation with the Funding Agency/Sponsor
- Process and approval of all grants, corporate research contracts, subcontracts and/or agreements
- Contract coordination
- Review of proposal, budget and all related
- Point of contact for contractual issues between UNCP and Funding Agency/Sponsor
- Providing insurance certificates

Post-Award

Post-Award is responsible for:

- The management and stewardship of funds awarded to the University

- Fiscal reporting of grants & contracts
- Budget/performance and financial audit
- Prepare and submit financial reports and invoices for federal and certain other sponsors
- Make timely deposits of contract and grant receipts from sponsors and follow up with sponsors on delinquent payments
- Document compliance with cost sharing commitments on sponsored projects
- Coordinate formal audits or interim reviews of contracts and grants by sponsoring agencies
- Support and guidance for the effective administration and financial management of contracts and grants
- Monitor financial and compliance responsibilities
- Perform annual sub recipient monitoring in accordance with the federal Uniform Guidance and NC State rules

Additional Services

- Travel support for faculty to meet with agency officials
- Workshops
- Individualized meetings with faculty members