Office of Sponsored Programs (OSP) Basics

What does OSP do
- Assists faculty in submitting proposal and getting grants
- Accepts award and assures they are administered consistently with Sponsor and University policies
- Mediates the grant process
- Educates department and school administrators in the grant process

Why OSP does what it does
- Serves the research mission of the University
- Helps ensure compliance with internal and external requirements (IRB, Conflict of Interest, University policies, etc.)
- Supports the research mission of University faculty

The Proposal and Award Process
- Receives approved proposal with budget through RAMS-SPOT
- Reviews proposal for institutional and external compliance
- Returns proposal to PI for submission to sponsor
- Negotiates awards
- Notifies Grants and Contracts Accounting of award receipt
- Issues subawards (as necessary)
- Verifies final reports have been submitted
- Closes out award

Award Review and Negotiation
Office of Sponsored Programs is responsible for negotiation of the award.
During negotiation, the PI may be asked for input on key areas:
- Approved budget and scope of work
- Confidential information
- Technical or Special Financial reporting requirements
- Publication restrictions
- Personnel restrictions
- Management or Elimination of Conflicts of Interest

RAMS-SPOT (Sponsored Programs Online Tracking)
- As of May 1, 2015, all new proposals and task orders are prepared and routed to OSP using the VCUeRA RAMS-SPOT database.
- A PI or his/her study staff team member is responsible for initiating a new proposal or task order in RAMS-SPOT and then routing it for School Review and approval.
- Approval should be sought from all schools with faculty, staff or resources proposed to be involved on the project.
- Once school review and approval is completed, the proposal will route electronically to OSP for review and approval.
- If applicable, OSP will submit the proposal to the sponsor; this includes all SF424 Grants.gov applications and any sponsor systems requiring Authorized Organizational Representative submission.
- If the PI is responsible for proposal submission, OSP will notify PI once the university review is complete and the submission is authorized to go forward.
- The RAMS-SPOT system can be accessed from the RAMS & VCUeRA Systems page (www.research.vcu.edu/vcuera/index.htm).

OSP Training Opportunities:

Sponsored Projects Administration Certification Program
A comprehensive training program offered annually designed to train university faculty and staff on the fiscal, administrative and programmatic requirements of successfully managing sponsored projects.
www.research.vcu.edu/osp/training.htm

Mandatory Training for Investigators and Administrators
A mandatory course for all PIs and VCU staff who are involved in sponsored projects or manage funds in sponsored project accounts. (Blackboard)

RAMS-SPOT Proposal Entry System
Training Tutorials
Introductory and step by step video guides to various topics and processes relevant when using RAMS-SPOT.
www.research.vcu.edu/osp/rams-spot.htm

Subscribe to List Serve
Receive updates about new training opportunities by subscribing to the RES-ADM List serve.
www.research.vcu.edu/osp/res-adm.htm

Proposals
&
Awards

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Office of Sponsored Programs (OSP) Basics

<u>Policies & Regulations</u>

New Uniform Guidance

o   2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") became effective December 26, 2014 for all federal agencies and applies to federal award recipient organizations.

o   "Uniform Guidance" replaces the previous circulars: A-21, A-110, and A-133.

o   200.303 Internal Controls: There is a heightened requirement to ensure that entities receiving federal funds have adequate internal controls in place to minimize instances of fraud, waste, and abuse.

o   200.414 Indirect (F&A) costs: Adherence to rate agreement F&A rates when preparing cost estimates for proposals unless statutory or federal agency head exception. Exception to be documented at time of proposal.

o   Information and training on "Uniform Guidance" as well as a link to the complete final guidance document is available on the OSP Policies and Regulations page (www.research.vcu.edu/osp/policies.htm).

<u>Contact</u>

The Office of Sponsored Programs has established teams to serve our faculty better. Each department is assigned to a team that works on all aspects of sponsored programs administration for the department.

Sponsored Programs Teams

Blue Team	Gold Team	Green Team	Red Team
o Life Sciences o Allied Health o Dentistry o Nursing o Pharmacy o Health Sciences o Athletics o Public Safety & Security o Medicine	o Education o Humanities & Sciences o Medicine	o Provost o Library o Social Work o Business o Engineering o The Arts o VP for Research o Facilities Management o Medicine	o Non-Grant Clinical Trials o Industry

Additional Sponsored Programs Teams

Gray Team	Intake & Records	Post Award	Training
o MTA's o DUA's o CDA's o NDA's	o Transaction Receipt and Log In o "Not Awarded" Processing	o Award Processing o Subawards o Closeout	o OSP training development & support

<u>Quick Links:</u>

Forms: http://www.research.vcu.edu/forms/index.htm#osp_forms

Find Your Team by School: http://www.research.vcu.edu/osp/teamlisting-school.pdf

Find Your Team by Department: http://www.research.vcu.edu/osp/teamlisting.pdf

Training Opportunities: http://www.research.vcu.edu/osp/training.htm

RAMS-SPOT Updates & Training: http://www.research.vcu.edu/osp/rams-spot.htm

Contact OSP

VCU's Office of Sponsored Programs is located on the third floor in the Biotech One building in the Biotechnology Research Park.

Government/Non-Profit Support
Tel: (804) 828-6772
E-mail: dirospa@vcu.edu

Post Award Team
E-mail: ospaward@vcu.edu

Industry Support
Tel: (804) 828-6772
E-mail: ospred@vcu.edu

Team Emails
Blue Team: ospblue@vcu.edu
Gold Team: ospgold@vcu.edu
Green Team: ospgreen@vcu.edu
Red Team: ospred@vcu.edu

Proposals & Awards

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