

OSRP Handbook - Section 7 Award Negotiation and Acceptance

Award notices may be mailed to the President of the University, to the Office of Sponsored Research or to the PI. In some cases, checks are mailed directly to the Controller's Office. In the event the PI receives an award notice by mail, phone, fax or email, contact OSRP immediately to ensure an award document has been received. OSRP staff will ensure that the terms and conditions of the award agreement are acceptable to the University.

When an award is the same as specified in the original or revised proposal or when the award is a continuation or supplement to an existing award, the Director of OSRP will sign as the institutional official. If an award requires further reviews or approvals or if there are major changes in the scope of work or budget, the revised proposal/agreement must then go through the same University review as was required for the original proposal. Primary responsibility for this negotiation rests with the principal investigator, although it is strongly recommended that the PI involve the Office of Sponsored Research and Programs in all negotiations. The PI's department chair and dean should also be consulted.

An increase in the cash or in-kind match of the University contribution also requires University approval. OSRP may negotiate the terms and conditions of the award with the sponsor and when an agreement with the sponsor is reached, OSRP will officially accept the award. PIs are not authorized to accept a grant award or sign a sponsored project contract on behalf of the University. The Director of OSRP is the Authorized University Official for grant award acceptance and sponsored project contracting.

If the terms of an award are in conflict with Southeastern or state regulations, OSRP will negotiate with the agency. Some awards have unique issues such as insurance requirements and additional certifications. Also at this time, the issues of intellectual property ownership, publication rights and managing of proprietary information are resolved.

Upon finalizing the award agreement and securing required agency signatures, OSRP sends the contract or agreement to the Controller's Office, Grants Accounting to set up a budget.