

OSRP Handbook - Section 1

Introduction to Sponsored Research and Programs

Overview

Office of Sponsored Research and Programs

OVERVIEW

Sponsored projects are activities supported by external funds awarded as a result of a proposal or an application for funding submitted to an agency by Southeastern Louisiana University on behalf of faculty or staff members. Faculty and staff are encouraged to seek financial support from external sources for research, instruction, curriculum development, training, equipment, enhancement and community service activities. Sponsoring agencies may be federal, state, and local governmental agencies, private foundations, corporations, businesses and industries, non-profit organizations, and professional societies.

Grants, contracts or cooperative agreements support sponsored projects. The award agreement commits the sponsor to fund the project at a certain level and commits Southeastern to perform the activities specified in the proposal during a specified period of time.

Gifts and bequests to the University are administered through the Southeastern Louisiana University Development Foundation and are not intended for use with sponsored projects. In the event faculty and/or staff are financially compensated for some service or participation in a Foundation activity or there is a cash or in-kind match from the University, the award must be submitted to OSRP for University review.

Generally, when a grant award or contract is offered by a funding agency, it is awarded to the University on behalf of the project director or principal investigator (PI) who is primarily responsible for executing the requirements of the award. Faculty or staff members do not have the authority to bind the University in a legal manner.

Every request for external funds submitted by Southeastern is a legal agreement committing the University to engage in certain activities at a certain cost; therefore, the proposed project must accord with University, college, and department goals, capabilities and policies. All grant/contract proposals require review and approval of appropriate departments, colleges, Office of Sponsored Research and Programs (OSRP), Controller's Office, and Dean of Research and Graduate Studies.

The project director, when developing and submitting a proposal and administering a project, is representing the University and is responsible for upholding the high standards expected of Southeastern

projects. In most cases, the project director serves as the budget unit head with all responsibilities pursuant to fiscal management.

OFFICE OF SPONSORED RESEARCH AND PROGRAMS

The Office of Sponsored Research and Programs (OSRP) promotes externally funded research, instruction, public service, academic and institutional support, enhancement, and scholarship and fellowship projects at Southeastern Louisiana University. In addition to policies stated herein, all externally funded projects must adhere to all guidelines as stated in the faculty handbook pertaining to employment practices, summer and additional compensation, permissible release time, etc.

OSRP is a central source of information on major government agencies, foundations, and corporations that support research and scholarship. A wide range of services to faculty, administrators, staff and students are available, including:

- identifying potential external funding sources;
- assisting in development of proposal narratives and project budgets, and in preparation of standardized application forms;
- assisting in the electronic submission of proposals and electronic administration of funded projects;
- assuring compliance with federal and state regulations and university policies and procedures;
- assisting in the completion of internal requirements for proposal submission, including coordination of review of research protocols involving human participants and animal subjects;
- reviewing and approving proposals for submission to sponsors;
- negotiating grant awards and contracts;
- coordinating activities with the Grants Accounting section of the Controller's Office as required;
- processing forms for grant administration (budget adjustments, recommendation for employment forms-5.01/GA, purchase requisitions, requests for extensions);
- and maintaining a central file and database of all proposals submitted and awards received and generating reports of sponsored program activity.