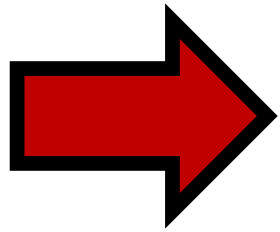


**OFFICE OF SPONSORED PROGRAMS
AND RESEARCH ADMINISTRATION
POST AWARD TRAINING
DEANS AND DEPARTMENT HEADS**



OSPRA



Service Provided:

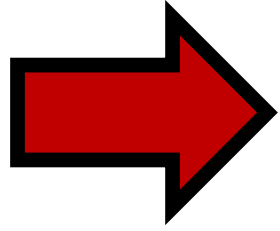
Professional **guidance** and administrative **support** to faculty, staff and students in their pursuit and conduct of research and scholarly activities.

Pre-Award

Post Award

Research Compliance





OSPRA

Pre-Award Functions:

Grant matching searches

Review and help develop grant packages:

Review of written proposal to ensure proposal matches all RFP requirements

Budgets and budget justifications:

Personnel

Travel

Operating

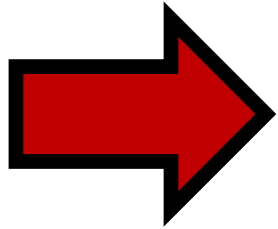
Other

Assimilation of grant documents

Submit grant documents to sponsor







OSPRA

Research Compliance:

Responsible to ensure **compliance** with all federal and state laws and regulations related to governmental and non-profit sponsored guidelines, and University policy.

Institutional Review Board (IRB)

Institutional Animal Care and Use Council

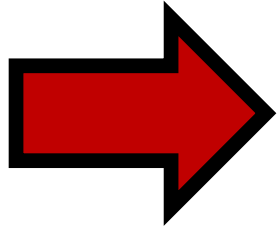
Intellectual Property

Responsible Conduct of Research

CitiProgram



DEANS AND DEPARTMENT HEADS



The Deans' and Department Heads' roles and responsibilities:

The **Deans and Department Heads** are responsible for:

- Providing written approval and support of PI proposal submission.

- Ensuring the PI has approved all **expenditures** within the program budget and in accordance with sponsor, OMB (Office of Management and Budget), EDGAR (Education Department General Administrative Regulations), and VSU's policies and guidelines.

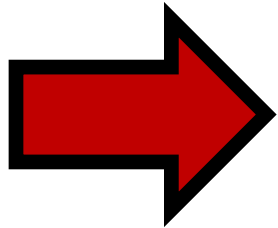
- Ensuring all Time and Effort reports are certified by grant personnel and the PI, then forwarded to Post Award Compliance Officer.



The Deans' and Department Heads' roles and responsibilities:



INDIRECT COST ALLOCATION



What do the Deans and Dept Heads receive from grants?

The Restricted Funds Accountant calculates **IDC** monthly on all sponsored program expenditures and then posts to individual accounts.

IDC allocated within **Departments:**

Deans – 15%

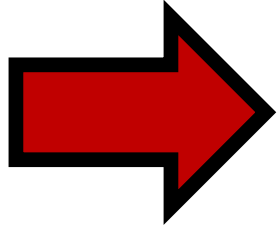
Department Heads – 15%

PI – 35%

Office of Sponsored Programs and Research Development – 35%



AUTHORIZED OFFICIAL



Written **approval** by an authorized official evidencing prior consent.

President and Provost are the only VSU Authorized Official to sign off on contracts/grants obligating the institution.

Grant expenditures, including: changes/hiring/travel/consultants

Budget Manager/PI

Second signature – next in line of **authority** within the PI's department

Office of Sponsored Programs

Director

Post Award Compliance Officer

Change in scope of grant program/contract

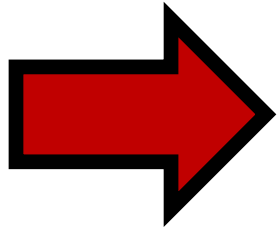
Sponsor

Dean/Department Head

Office of Sponsored Programs



QUESTIONS?



Please contact the Office of Sponsored Programs and Research Administration

Telephone:

229.245.2614 (Linda Lackey)

or...

229.333.7837 (Elizabeth (Ann) Olphie)

Email:

grants@valdosta.edu

