Proposals: Writing Developing Managing

"Working Together We Can Reach Higher Levels of Proposal Development Productivity"

Office of Sponsored Programs 256-372-5675
The Office of Sponsored Programs (OSP) is responsible for assisting the University with the process of sponsored programs and research.

OSP provides faculty support and assistance with proposal writing.
Support services and writing assistance includes:
- workshops,
- distribution of information,
- reporting requirements,
- close out requirements,
- time & effort requirements,
- one-on-one consultation,
- proposal development (pre-award process), and
- post-award management.
The mission of the Office of Sponsored Programs (OSP) at Alabama A&M University is to:

- Serve as an advocate for sponsored research;
- Advise the administration of matters of regulatory compliance;
- Assist faculty in finding funding opportunities;
- Assist faculty with the development of proposals; and
- Promote internal sponsorship of scholarly activities.
1. Increase all OSP staff understanding of principles of sponsored project administration;
2. Develop a team work environment;
3. Reduce the administrative burden placed on PI’s in applying and administering contracts and grants;
4. Increase the number of proposals submitted per College by 25% each Fiscal Year; and
5. Increase the number of awards by 5% per College.
STRATEGIES TO ACHIEVE GOALS

- Each grants administrator will work with a college to ensure that faculty in each college is engaged in writing a grant during the 2012-2013 FY.

- Each grants administrator will attend a proposal building/development workshop in an effort to horn their skills in grant writing.

- The Capabilities Assessment Statement (CAS) will be updated and will serve as “a boiler plate” for faculty members involved in grant writing.
Faculty capabilities will be placed on file in OSP, and the Capabilities Assessment Statement (CAS) will be published.

The number of faculty writing grants will increase by 10% per college.

Update and design the OSP website in a way that it will enhance faculty to write proposals. The website will also feature announcements, OSP newsletter, etc...

The OSP staff will meet with the Deans to discuss the office’s new organizational structure, OSP procedures.
Strategies to Achieve Goals (continued)

- Each grants administrator will work closely with the Dean.
- Workshops will be conducted at least once every semester via on site presentations and webinars.
- Each grant administrator will be available to assist faculty within his/her assignment at all times.
- Grant administrators will also assist each other according to his/her area of expertise.
- One on one consultation as deemed necessary and/or when requested.
Marian Geter, Interim Executive Director

Marion Draper, Administrative Assistant

Marcus Harper, Grants Administrator

Patricia McDonald, Grants Administrator

Cecelia Wade, Post Award Administrator

Torin Malone, Technical Communications Specialist
Works with the dean and faculty in the assigned college
Research and Review Funding Opportunities;
Analyze RFP’s and articulate to faculty;
Develop and revise forms to facilitate submission of proposals for review by OSP;
Create key word search lists based on faculty/staff research interests;
Utilize federal, state, and private electronic portals to search for opportunities;
Present opportunities to deans, chairs, faculty and staff for review and possible submission;
Review proposal narratives, budgets as submitted by prospective researcher for accuracy per announcement;
Prepare proposal packages for submission to funding agencies;
Submit proposals to federal, state and private;
Work with Post Award Administrator to prepare the award’s budget, review budget approvals;
Submit requisitions to the Post Award Administrator
Coordinate with Grants and Contracts Accounting on the establishment of the account number;
Review grants and contracts expenditures (requisitions, encumbrances, payroll items, consultants, etc.) to be sure that each is allowable, reasonable and necessary;
Prepare and manage grant and contract subcontracts as well as prepare modifications for subcontracts;
Review requests for changes in project scope, hiring of project staff, change in PI;
Review requests for purchases, budget revisions, travel, requests for consultants, and students
Prepare and submit all requests for No-Cost Extensions;
Receive progress and final reports;
Coordinate research compliance between funding agency and university;
Employ working knowledge of federal circulars;
Prepare reports as requested;
Serve on university committees
Receive Time and Effort reports;

Monitor budgets for research foundations, federal, state, private and local project awards;

Verifies budget conforms with sponsor requirements

Prepare and submit reports as requested;

Coordinate close-out activities between the university and agency for each funded project;

Coordinates with Grants & Contracts Accounting (GCA) and Business & Finance offices

Works with GCA to establish budget
Reviews grants and contracts expenditures received from PI (requisitions, encumbrances, payroll items, consultants, etc.) to be sure that each is allowable, reasonable and necessary;

Works with GCA to monitor financial reimbursement process (from sponsor);

Has quarterly reconciliation meetings with GCA to review drawdowns and schedule close out preparation;

Works with Business & Finance office to ensure yearly A-133 audits are conducted

Assist with Project Closeout requirements
Management of database for the Office of Sponsored Programs (OSP) and the Office of Institutional Research, Planning and Evaluation (OIRPE);
Create reports showing research activities;
Manage webpage for unit and related offices;
Post solicitations for Grants & Contracts on the Office of Sponsored Programs’ web page;
Facilitate Online Research Newsletter for Office of Sponsored Programs;
Prepare/format presentations;
Serve as technical lead for conferences, webinars, seminars and workshops;
Scan, copy and file documents;
Process requisitions, for software, equipment, etc.;
Develop/investigate processes/mechanisms to assist/enhance daily workflow;
Assist the Director of Institutional Effectiveness with SACS related documents and deliverables;
Provide technical assistant for the Graduate Studies Office (Presentations, Electronic Thesis/Dissertation Submission Process, Assessment Conference and Web Page);
Provide technical assistant to various offices across campus, including the Office of the President, when called upon;
Prepare reports as requested;
Review and revise departmental publications as requested;
Serve on university committees.
Support services and writing assistance includes:

1. Workshops,
2. Distribution of Information,
3. One-on-one consultation,
4. Proposal Review
5. IRB Review Committee
OSP will conduct three major workshops per year. These include:

“Before You Write”

– a workshop that focuses on activities that a potential PI should engage in prior to writing (i.e. completing the Capabilities Assessment form, review of agency announcements and analyzing the announcement (RFP, NOFA, PA).
Faculty will be kept aware of funding opportunities per agency and foundations through e-mails, the OSP web site, and personal contact.
OSP will assist faculty engaged in grant writing on a one on one bases as needed. This includes, but is not limited to: completing the Request for Proposal and other funding announcements, writing the narrative, research, and completing the budget/requirements.
To ensure uniformed, high quality institutional representation, each proposal must be submitted for review prior to being submitted to an agency. The review is one that is rigorous and has multi-steps. Signature authorization at the Principle Investigator, college, schools and University levels must be secured to complete the review process.
This committee’s purpose is to establish and maintain policies and procedures for the implementation of federal policy safeguarding the rights and welfare of humans involved in experimental projects and research.
Office of Sponsored Programs (OSP)

PROPOSAL SUBMISSION PROCESS FLOW CHART

OSP - Office of Sponsored Programs
PI - Principal Investigator
RFP - Request for Proposal

OSP searches and reviews funding opportunities
OSP identifies and shares funding opportunities with potential research faculty
OSP consults with sponsor regarding RFP
OSP confirms requirements have been met
OSP reviews signed internal documents
OSP enters proposal into database
OSM submits proposal to sponsor
PI provides proposal for submission
PI prepares and submits proposal draft to OSP
PI submits to OSP Notice of Intent to Submit Form

Note: Proposals not awarded will be analyzed by OSP - sponsor will be contacted, reviewer comments will be requested and revised proposals will be resubmitted by PI/OSP in next funding cycle if applicable.
OSP - Office of Sponsored Programs
GCA - Grants, Contracts & Accounting Office
B&F - Business and Finance Office
PI - Principal Investigator

**Award Process Flow Chart**

- **OSP/PI establishes periodic communications with sponsor throughout project period**
- **OSP operates the award**
- **OSP reviews terms and conditions with PI**
- **OSP logs award into database**
- **OSP verifies terms and conditions with PI**
- **OSP identifies reporting due dates and shares with PI**
- **OSP coordinates with GCA and B&F Offices to establish budget**
- **OSP monitors and receives Time & Effort Reports from PI**
- **OSP works with GCA to monitor financial reimbursement process**
- **OSP works with PI to prepare Budget Approval Form**
- **OSP monitors and receives Progress Reports from PI**
- **OSP reviews grants and contract expenditures received from PI**
- **OSP has quarterly reconciliation meetings with GCA**
- **OSP ensures financial access to project is terminated**
- **OSP works with Business & Finance office to ensure yearly A-133 audits are conducted**

**Note:**
Proposals not awarded will be analyzed by OSP. Sponsor will be contacted, reviewer comments will be requested, and revised proposals will be resubmitted by PI/OSP in next funding cycle if applicable.
WHAT IS REQUIRED?

TOGETHER WE CAN

LET’S GET STARTED
Contact:
The Office of Sponsored Programs (OSP)
256-372-5675
Location (soon to be):
Carnegie Hall (Second Floor) Research Institute
WE CAN DO IT!!!

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Location (soon to be):
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Proposals:
Writing
Developing
Managing

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