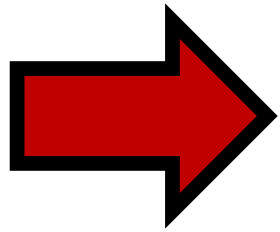


**OFFICE OF SPONSORED PROGRAMS
AND RESEARCH ADMINISTRATION
POST AWARD TRAINING
DEANS AND DEPARTMENT HEADS**



OSPRA

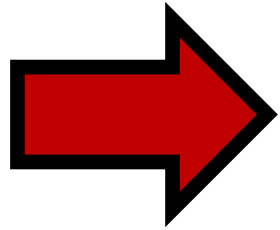


Service Provided:

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

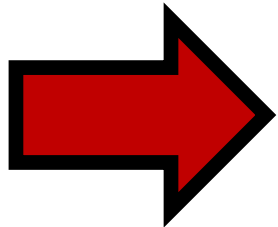
Pre-Award Functions:

- 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



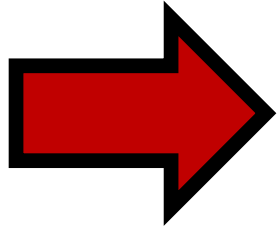
Research Compliance:

Responsible to ensure **compliance** with all federal and state laws and regulations related to governmental and nonprofit 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:

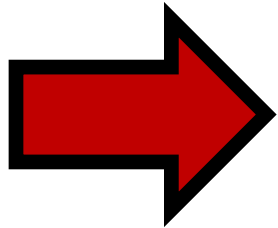
- Providing written approval and support of PI proposal submission.
- Ensuring the PI has approved **expenditures** within the program budget and in accordance with sponsor, OMB (Office of Management and Budget), EDGAR (Education Department General Administrative Regulations), and VSU's policies and 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?

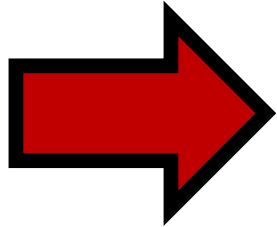
The Restricted Funds Accountant calculates IDC monthly on all sponsored program expenditures and then posts to individual accounts.

IDC allocated within **Departments:**

- Deans– 15%
- Department Heads– 15%
- PI– 35%
- Office of Sponsored Programs and Research Development 35%



AUTHORIZED OFFICIAL

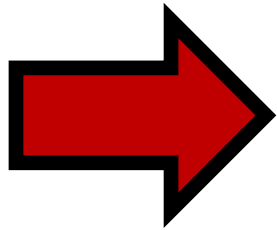


Written **approval** by an authorized official evidencing prior consent.

- 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

