

Office of Sponsored Programs Reorganization Plan

Roles and Responsibilities

Role	Responsibilities
OSP Central Office	<ul style="list-style-type: none"> • Formulate policy and procedures • Maintain Operations Manual • Strategic Plan • Hiring & Performance Evaluation of central staff • Hiring & Performance Evaluation of support center staff (in conjunction with college Faculty Advisory Committees) • Negotiate contracts • Provide Staff Training • Manage PI Certification Training • Manage OSP Communications/Social Media • Administer Internal Grant Programs – not college specific • Manage Limited Submission Process • Coordinate InfoEd Usage/Metrics • Develop cross-disciplinary institutional proposals • Lead Career Stage Program • Lead Research Concierge Program – Special Services for Top 10 Investigators (defined by total current funded awards) • Negotiate issues that arise during cross-college collaborations
OSP Support Center	<ul style="list-style-type: none"> • Manage support center staff (manager’s role) • Create sponsor accounts (Fastlane/eCommons) when necessary • Conduct funding searches • Provide departmental and faculty assistance with proposal development/form completion/budget development • Provide basic guidance with respect to IRB, Export Controls, COI, IACUC, etc. • Authenticate verification • Submit/Sign-Off Proposals • Issue subawards • Prepare Award Acceptance Package (non-contract) and send to GCA
College Faculty Advisory Committee to OSP	<ul style="list-style-type: none"> • Participate in hiring decisions and performance evaluation of college-based OSP Support Centers • Review and advise on policy/procedural changes for proposal submission and award acceptance • Trouble-shoot specific circumstances as needed • Evaluate performance of OSP Support Center quarterly during Year 1 of reorganization; semi-annually thereafter.
Associate Dean for Research	<ul style="list-style-type: none"> • Chair Faculty Advisory Committee to OSP • Mentor faculty in technical quality assurance – ensure “good science” • Serve as signature authority for college • Identify faculty development informational needs concerning grantsmanship • Form and lead grant application “red- team” reviews of proposals for quality assurance as applicable/necessary