

# SPONSORED RESEARCH DIRECT GUIDANCE

## ORAP

### Office of Research Advancements & Partnerships

#### Pre-Proposal Development

- Locates Funding Sources
- Conducts Writing Classes

#### Proposal Development

- Provides proposal writing assistance/classes
- Budget assistance

## ORSO

### Office of Research Support & Operations

#### Proposal & Award Processing

- Drafts/negotiates contracts
- Prepares/Reviews Budgets
- Review/submit proposals
- Coordinate w/SPS for change requests & allocations
- PI dashboard

#### Confidentiality/Material Transfers

- Obtains non-disclosure agreements
- Handles material transfer agreements
- No money, licensing, equipment agreements

## SPS

### Office of Sponsored Programs Services

#### Award Set-up

- Coding, budget allocation
- Activates accounts

#### Invoicing/Reporting

- Invoicing, Reports
- Cost share
- Reports Program Income

#### Payment Processing

- Receipt payments
- Subcontract Invoices

#### Account Closing

- FFR, invention, property reports
- Inactivation

#### Sub-Recipient Monitoring

- Submits FFATA reporting
- Assists with Sub-recipient compliance

# SPONSORED RESEARCH

## Support Guidance

### ORA

#### Office of Research Assurance

- Law & Regulation Compliance/Policy
- Export controls (IBC) hazardous waste & shipment, radiation (IRC)
- Use of humans & animals for research (IACUC)
- Reviews possible research misconduct

#### Post Award Approval Review (PAR)

- Assists with compliance

### OC

#### Office of Commercialization

- Submits Applications
- Invention Disclosures
- Patent, Copyright, Trademarks
- Assists with Protection
- Scholarly & Educational Material
- Intellectual Property
- Technology Transfer

### OIA

#### Office of Internal Audit

- Audits
- Conducts Internal financial audits
- Ethic Audits
- Operational Audits
- Fraud Investigations
- Completes Risk Evaluations
- Unannounced Cash counts
- Control Systems
- Develops Control Systems
- Creates Policies & Procedures
- Audit Liaison
- Assists departments with internal controls
- Acts as Liaison between departments, external auditors
- Attends auditors entrance & exit meetings

# PROPOSAL DEVELOPMENT



