Sponsored Programs – Roles and Responsibilities

1. Manages all requests to external agencies for support of a sponsored program/project
2. Work Proposal with OSP guidelines and processes
   1. Processes
      1. Completes and submits an Intent to Submit Form to osra@msm.edu
         1. Notifies appropriate parties (chair, dept adm, OIA) of the potential proposal
         2. SP personnel assigned to provide assistance with submission
         3. Identifies funding opportunity information
         4. Identifies department point of contact
         5. Identifies due dates
   2. Guidelines - Proposal Preparation
      1. PI and department administrative staff
         1. Complete application package
         2. Submits package to Sponsored Programs’ personnel
            1. Application should be submitted to Sponsored Programs 5 working days prior to the due date
   3. Processes - Reviews the proposal for agency/institutional compliance
      1. Sponsored Programs Personnel reviews application based on program announcement and institutional compliance
         1. Budget limitations (allowable/unallowable costs)
         2. Justification
         3. Fringe Benefits
         4. Indirect Costs (F&A)
         5. Page limitations
         6. Other as applicable
         7. Submits proposals
            1. Grants.gov

National Institutes of Health (NIH)

Agency for Healthcare Research and Quality (AHRQ)

Substance Abuse Mental Health Services Administration (SAMHSA)

Health Resources and Services Administration (HRSA)

Department of Defense (DoD)

* + - * 1. GrantSolutions.gov

Office of Minority Health (OMH)

Office of Adolescent Health (OAH)

Centers for Disease Control and Prevention (CDC)

* + - * 1. Proposal Central
        2. Foundations
        3. Other as specified by the program announcement

1. Secure Funding
   1. Proposal Funded
      1. Sponsored Programs receives the Notice of Award
         1. Disseminates notice
            1. PI
            2. Dept Adm
            3. Grants and Contracts
   2. Submission of documents to request an account number – BANNER –FOAP
      1. Department Adm Personnel
         1. Completes and submits paperwork to [osra@msm.edu](mailto:osra@msm.edu)
            1. Request for Account Number Form with attachments

Budget

Justification

Notice of Award

Other, when applicable (copy of check,etc)

* + - 1. Enters proposal information into BANNER Pre-Award Module
    1. Sponsored Programs
       1. Reviews documents for compliance
          1. Request for Account Number documentation
          2. BANNER Pre-Award Module
       2. If approved, forwards on to grants and contracts
    2. Grants and Contracts
       1. Creates the BANNER FOAP
       2. Sends email to PI, dept adm, SP with FOAP identified

1. Compliance Reporting
   1. Progress Reporting Responsibility
      1. PI constructs the report
      2. SP submits the report, if applicable and maintains a copy
   2. Financial Reporting Responsibility
      1. PI/Dept Adm reviews expenses
      2. Grants and Contracts submits the report