



Office of Sponsored Projects Administration (OSPA)

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Assistant Vice President for Research
Executive Director, OSPA

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OSPA Responsibilities

- Administers extramural grants and contracts and supports the responsible management of sponsored projects
- Provides responsive and appropriate administrative guidance and education on sponsored projects
- Support UK's teaching, research and service missions
- Services are available to all University faculty and staff



Services Provided by OSPA

Proposal Submission

- Assist with proposal budget preparation and guidelines
- Provide final proposal review, signature and submission

Award Acceptance

- Review and negotiate terms of grants and contracts
- Provide institutional acceptance of awards
- Transmit award information to SPA to establish grant account for project-related expenditures



Services Provided by OSPA

Project Management

- Serve as resource for sponsor regulations and policies
- Prepare Subagreements
- Review and facilitate administrative changes to awards

Institutional Compliance

- Maintain institutional database and report on proposals, awards and sponsored project expenditures
- Administer research financial conflict of interest policy



Grant Proposal Specialist (GPS)

Pre-award staff in COM SRAS

- Review sponsor guidelines
- Assist in budget development
- Initiate the eIAF and track its routing
- Verify and follow up on Co-Investigators FCOI disclosures
- Download proposal packets and complete financial and administrative information
- Provide financial and administrative information for NIH RPPRs and other progress reports
- Provide support information and assist with Just-in-Time (JIT) requests



OSPA Research Assistant (RA)

Proposals

- Reviews final proposal budget and all proposal forms
- Submits proposal via Grants.gov and other electronic proposal systems (NSF Fastlane, NIH eRA Commons)
- Ensures successful proposal submission –corrects errors in conjunction with PI and SRAS
- Is liaison with sponsor if there are questions about the proposal



OSPA Research Assistant (RA)

Awards

- Review awards and negotiate changes with sponsor
- Institutional signature on awards and other documents
- Prepare documents for account setup in SAP
- Institutional liaison with sponsor
- Primary resource for questions about terms of award, sponsor guidelines, regulations, policies
- Final review and processing of budget changes, time extension and other changes to accounts



Proposal Preparation

- Alert your GPS as soon as you decide to submit a proposal.
 - Send them the link to the sponsor's program guidelines and deadline(s)
- Let your RA know if the sponsor requires online submission
 - Not all online proposal submission systems are immediately accessible, so early notification is key so OSPA can ensure proper registration and setup
- Contact your GPS for assistance with developing budget, budget justification, and for final proposal review
- Prepare an Internal Approval Form (IAF)



Award Review

- OSPA reviews the award to ensure compliance with university requirements and negotiates terms if needed
 - Confirms with PI that any changes to scope of work or budget are acceptable
 - Obtains revised budget from PI, if awarded budget is different from proposed budget
 - Confirms IRB and/or IACUC approval
 - Verifies investigators have completed COI training and disclosure



Award Setup

OSPA

- Establishes an account or e-Account in SAP
- Shares financial requirements and budget with Research Financial Services via electronic transfer to SAP
- Distributes a PADR with information about new/continuing/supplemental awards including
 - Account number (prime and scope)
 - Project and award demographics (PI and Co-I, college/dept code, period of performance, sponsor, GPS, RA and FA contact information, project title)
 - Budget and indirect cost rate
 - Highlights of award terms and requirements
 - Comments or history of actions taken by sponsor and OSPA



After Account Establishment

PI coordinates with the department business office:

- Record grant personnel effort correctly to the sponsored project account and cost share fund (if applicable)
- Properly charge expenses (including supplies and travel) associated with completing the scope of work
- Coordinate with Central Purchasing for equipment and other vendor service purchases
- Submit a Request for Subaward if subawards are included in the approved budget



Project Management

- OSPA RA is liaison with the sponsor for prior approval requests, award modifications and extensions
 - Letters to sponsor requesting these actions must also be signed by OSPA
- PI submits a Prior Approval Request for Revision/Action on Sponsored Project Account form to request budget revisions
 - PI confirms request is consistent with the scope and objects of the project and within available funding



Financial Management

- Research Financial Services (RFS) distributes monthly financial reports
 - Grant status in SAP includes:
 - Proposal/Draft
 - Award/Expected Award
 - Award/Award –an active/open account & expenses can be posted
 - Award/30 Days to End Date
 - Award/Ended –the account is officially ended but all final expenses can still be posted or adjusted if needed
 - Closing/Accounting Review –no expenses allowed on account
 - Closing/Finally Closed or Closed/Closed –final financial report submitted
- Timely reconciliation of expenses on the account should be completed
 - Missing or inaccurate expenses should be investigated and resolved



Resources on OSPA's Website

- Budget development information
- Commonly needed proposal information
- Proposal checklist
- Links to common forms
- Latest News

- OSPA website: <https://www.research2.uky.edu/office-sponsored-projects-administration>

- RFS website: <https://www.uky.edu/ufs/research-financial-administration>



OSPA Contact Information

Applicant Organization

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