### Office of Sponsored Programs (OSP) Basics

#### What does OSP do
- Assists faculty in submitting proposal and getting grants
- Accepts award and assures they are administered consistently with Sponsor and University policies
- Mediates the grant process
- Educates department and school administrators in the grant process

#### Why OSP does what it does
- Serves the research mission of the University
- Helps ensure compliance with internal and external requirements (IRB, Conflict of Interest, University policies, etc.)
- Supports the research mission of University faculty

#### The Proposal and Award Process
- Receives approved proposal with budget through RAMS-SPOT
- Reviews proposal for institutional and external compliance
- Returns proposal to PI for submission to sponsor
- Negotiates awards
- Notifies Grants and Contracts Accounting of award receipt
- Issues subawards (as necessary)
- Verifies final reports have been submitted
- Closes out award

#### Award Review and Negotiation
Office of Sponsored Programs is responsible for negotiation of the award. During negotiation, the PI may be asked for input on key areas:
- Approved budget and scope of work
- Confidential information
- Technical or Special Financial reporting requirements
- Publication restrictions
- Personnel restrictions
- Management or Elimination of Conflicts of Interest

### OSP Training Opportunities:

**Sponsored Projects Administration Certification Program**
A comprehensive training program offered annually designed to train university faculty and staff on the fiscal, administrative and programmatic requirements of successfully managing sponsored projects.  
[www.research.vcu.edu/osp/training.htm](http://www.research.vcu.edu/osp/training.htm)

**Mandatory Training for Investigators and Administrators**
A mandatory course for all PIs and VCU staff who are involved in sponsored projects or manage funds in sponsored project accounts. (Blackboard)

**RAMS-SPOT Proposal Entry System Training Tutorials**
Introductory and step by step video guides to various topics and processes relevant when using RAMS-SPOT.  
[www.research.vcu.edu/osp/rams-spot.htm](http://www.research.vcu.edu/osp/rams-spot.htm)

**Subscribe to List Serve**
Receive updates about new training opportunities by subscribing to the RES-ADM list serve.  
[www.research.vcu.edu/osp/res-adm.htm](http://www.research.vcu.edu/osp/res-adm.htm)

### Proposals & Awards

**Virginia Commonwealth University**
Office of Sponsored Programs (OSP) Basics

Policies & Regulations
New Uniform Guidance
- 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") became effective December 26, 2014 for all federal agencies and applies to federal award recipient organizations.
- "Uniform Guidance" replaces the previous circulars: A-21, A-110, and A-133.
- 200.303 Internal Controls: There is a heightened requirement to ensure that entities receiving federal funds have adequate internal controls in place to minimize instances of fraud, waste, and abuse.
- 200.414 indirect (F&A) costs: Adherence to rate agreement F&A rates when preparing cost estimates for proposals unless statutory or federal agency head exception. Exception to be documented at time of proposal.
- Information and training on “Uniform Guidance” as well as a link to the complete final guidance document is available on the OSP Policies and Regulations page ([www.research.vcu.edu/osp/policies.htm](http://www.research.vcu.edu/osp/policies.htm)).

Contact
The Office of Sponsored Programs has established teams to serve our faculty better. Each department is assigned to a team that works on all aspects of sponsored programs administration for the department.

### Sponsored Programs Teams

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### Additional Sponsored Programs Teams

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Quick Links:
Forms: [http://www.research.vcu.edu/forms/index.htm#osp_forms](http://www.research.vcu.edu/forms/index.htm#osp_forms)
Training Opportunities: [http://www.research.vcu.edu/osp/training.htm](http://www.research.vcu.edu/osp/training.htm)