

## WHY DO YOU NEED TO KNOW ABOUT OSP?



As you develop your research at Brown University it is important to know the offices on campus who are here to help facilitate your research from concept to project completion.

Please visit our website at the link below to find out more about the proposal and award life cycle and the role OSP will play in facilitating this process.

<https://www.brown.edu/research/office-sponsored-projects>

Most importantly familiarize yourself with the University 3/5 Day Rule to ensure a full and thorough review of your proposal

<https://www.brown.edu/research/conducting-research-brown/preparing-and-submitting-proposal/proposal-review-submission-osp>

We look forward to working with you!

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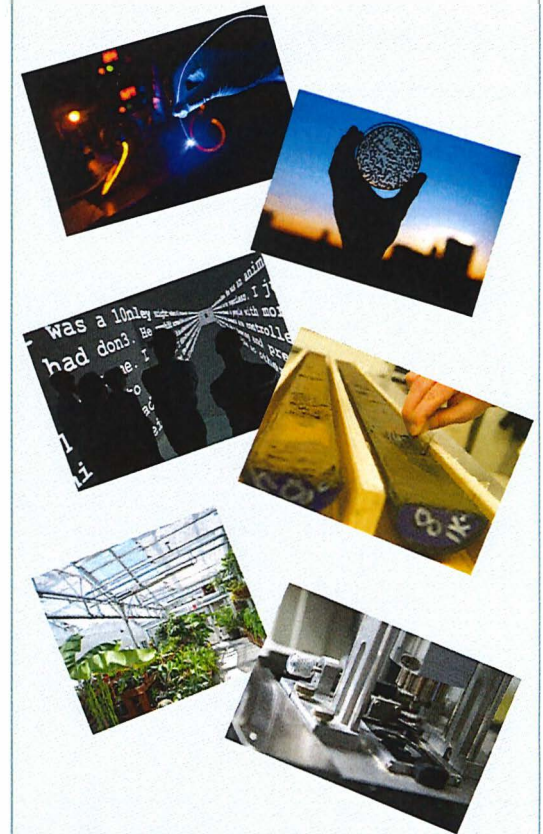


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## Office of Sponsored Projects





## What Do We Do?

The Office of Sponsored Projects (OSP) supports Brown University faculty, students and staff in the acquisition, performance, and administration of projects and programs funded by external sources. OSP provides the University's central coordination and oversight of research by offering a wide range of services including review and submission of proposals; award negotiation and acceptance; dissemination of research policy information to campus; issuance of subaward agreements and subrecipient monitoring; compliance with governmental and private funding agency standards; advising on financial management of sponsored projects, financial and expense reporting; cash management; effort reporting, and monitoring of cost-share arrangements; addressing financial and administrative issues that arise during the life of a sponsored project; coordination of award close-out process; and providing education and professional development opportunities in research administration for the campus community.

## WHO WE ARE

### Pre-Award Staff are responsible for:

- Reviewing and submitting proposals on behalf of Brown University
- Serving as Institutional Authorized Signatory on sponsored agreements and proposals
- Providing assistance with the interpretation of sponsor requirements and federal regulations
- Communicating with sponsors on behalf of PIs and Departments
- Grant and Contract award negotiation and acceptance
- Creation and issuance of subaward agreements and Subrecipient Monitoring
- Non-financial Post-award changes (e.g., No-cost extensions, Rebudgeting, Change of PI, Award transfer, etc.)
- Education, outreach and training

## WHO WE ARE (CONT.)

### Post-Award Staff are responsible for:

- Establishing and monitoring sponsored research accounts
- Monitoring expenditure activities on sponsored research accounts to ensure compliance with federal regulations, non-federal, and University policies and procedures
- Interpreting and applying sponsor regulations and policies
- Preparing interim and final financial reports in a timely manner
- Cash management of sponsored projects
- Disseminating information to principal investigators and administrators on a range of topics related to post-award administration
- Participating in the University's annual federal Single Audit
- Education, outreach and training