



Working with the Office of Sponsored Programs

Stuart Taub, Director, Sponsored Programs



Office of Research

Office of Sponsored Programs (OSP)

Office of Proposal Support Services (OPSS)

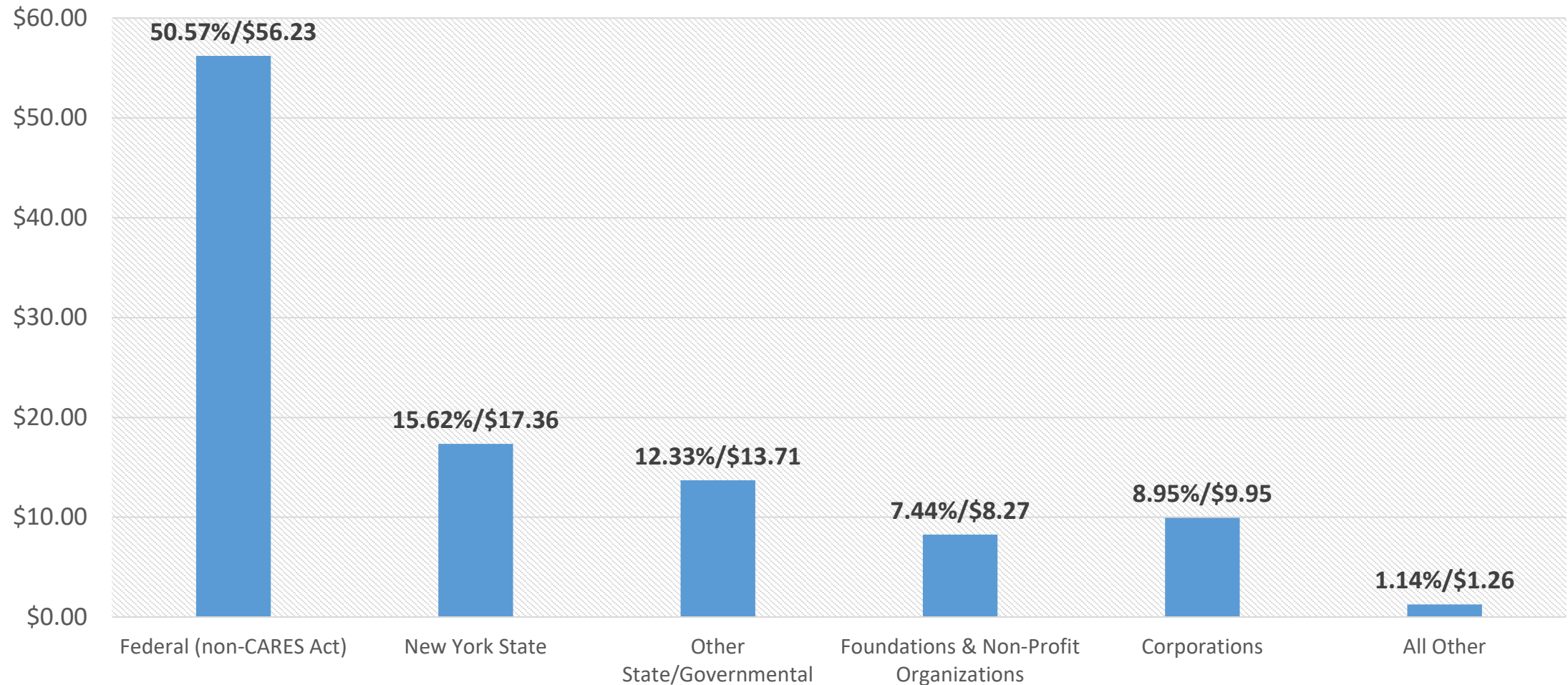
Office of Research Integrity and Protections (ORIP)

Office of Technology Transfer (OTT)

Syracuse Office of Undergraduate Research & Creative Engagement (SOURCE)

FY 22 Awards Received (Millions of Dollars)

\$106.78M total (not including CARES Act COVID Relief)



OSP Mission

Supporting funded research and other scholarly activity by providing comprehensive guidance and service to the campus community, while ensuring responsible stewardship of sponsored funds

OSP's Role at SU

- Unit of Academic Affairs
 - Report to VP for Research
- Central unit designated to legally commit the University on applications/proposals submitted to sponsors.
- Execute grants, contracts and agreements

OSP Responsibilities

Assure proposal's **compliance** with University & Sponsor guidelines (includes limited submissions)

Authorize applications & proposals;

Negotiate award instruments: contracts and subcontracts, grants, non-disclosure or materials transfer agreements; and

Facilitate responsible use and accountability of sponsor's funds in collaboration with Sponsored Accounting.

OSP Services

- Review RFP instructions, regulatory guidelines and compliance requirements
- Draft budgets and budget narratives
- Strategize with you about how to 'spend' money
- Run Current & Pending support of your 'sponsored' funds
- Review proposals for completeness/ compliance with RFP
- Facilitate multi-investigator or multi-institutional proposals

PI Eligibility

“...To ensure project quality and to protect the University’s reputation, **academic, research or professor-of-practice faculty or faculty at the assistant, associate, or full professor** level are given authority to direct research and scholarly activities as the PI/PD or co-PI on a sponsored program. **Administrative staff at the director or higher level** may also serve as a PI/PD or co-PI...”

- Individuals in other titles or who are not full-time salaried academics are ineligible to serve as PI/PD or co-PI/PD unless a waiver of this policy is obtained from the Vice President for Research.
- Post-docs and/or Graduate Assistants may serve as PIs for sponsors that name them “PI”, but in the University’s systems, the faculty mentor is typically named as the PI, and Post-doc and/or Graduate Assistants are named the Co-PI.

Clarifying instructions, regulatory guidelines and compliance requirements

- What do they really mean when instructions say...
- Who is eligible to apply?
- Who is considered “key personnel”?
- What are these “certifications and assurances”.. Do you need to be concerned?
- What are the key review criteria?

Draft budgets and budget narratives

OSP budget template

Sample budget narratives

Confirm reasonableness and accuracy of budget and allowability of costs

- *Budget is the financial expression of statement of work...*

Review proposal text for completeness

Responsiveness to format requirements and review criteria

- *Avoid applications returned without review*
- *Avoid inadvertent inclusion of cost-sharing or other unintended commitments*
- *Troubleshoot any submission portal challenges prior to deadline*

Other Support and Current & Pending Updates

NSF and NIH have updated their C&P and Other Support sections to address federal government concerns of foreign influence.

Generally speaking:

- Remember to fully disclose **ALL support** including grants, and contracts from all non-U.S. and domestic sources, including internal Syracuse University project support.
- OSP will prepare the grants and contracts information from our database, but in order to be fully compliant Investigators and Senior Personnel must complete the rest.
- Other Support and C&P will require updates post-award as changes occur, collected through RPPR for NIH and annual reports for NSF.
- Agencies are moving toward using [SciENcv](#) as the mandatory pathway for compliant C&P. NSF will mandate use of SciENcv for C&P by October 2023.

Facilitating & developing multi-investigator or multi-institutional proposals

OSP facilitated meet n' greets with interested parties

OSP and PI develops strategy for application preparation

- OSP manages the administrative items – biosketches, current & pending, facilities etc.
- OSP coordinates budget development/submission by partners
- OSP prepares outline for responsive application.

Lead time: As much as possible!

OSP Service Guidelines

When to notify OSP of your plans

- As soon as you decide to apply
 - *Also notify your chair, dean and any others...*

Budget & budget justification

- 7 business days before the deadline

Complete application

- 3 business days before the deadline

Fully signed IRR

- By the submission deadline

Coming Soon... Implementation of Cayuse Research Suite

Goals for the Cayuse Implementation:

- Reduce administrative burden on PIs and unit administrators
- Cayuse SP replaces the IRR Form with electronic workflow for routing and authorizations, becomes OSP's system of record for proposal/award data
- Cayuse becomes a hub for collecting and sharing key information with various units and offices campus wide that support research, scholarly and artistic pursuits
- Other benefits for ORIP
 - Electronic workflow IRB protocol development, review and approval
 - Electronic workflow IACUC protocol development, review and approval
 - Other research compliance modules that will facilitate ORIP efficiencies

Your OSP Team for Proposal and Award Support

Please consult the [OSP website](#) for the OSP Research Administrator who supports your School, College, Department or Center.

- Amy Deppa | asdeppa@syr.edu | x9355
- Amy Graves | ajgraves@syr.edu | x9360
- Ross Gullo | rgullo@syr.edu | x1121
- Caroline McMullin | cmcmulli@syr.edu | x 9358
- Jennifer Ho Manion | chomanio@syr.edu | x 8252

Stuart Taub | staub@syr.edu | x9356

Questions?