

# OSP NEWSLETTER

## THE OFFICE OF SPONSORED PROGRAMS

### WHAT IS RESEARCH ADMINISTRATION?

**Research Administration** is the support, development, review, implementation, and management of a sponsored project.

Organizational models for research administration vary from institution to institution. How research administration is organized is influenced by several factors including institutional history, culture, and resources.

At CSU, research administration is a shared responsibility across many units including departments, centers, schools, colleges, and central offices. Roles and responsibilities are distributed broadly, so successful research administration relies on partnerships, strong communications between functioning units, and a clear understanding of the roles and responsibilities inherent to the various functions.



To collaborate with CSU community members with professional, client-centered support, expertise, and technology in the pursuit and conduct of externally funded projects.

### LEADERSHIP

#### Associate Director

- Ashley Stahle

#### Assistant Director & Director of Post Award

- Kim Melville-Smith

### WHAT WE DO.

The Office of Sponsored Programs (OSP) supports the CSU community in pursuit and conduct of externally funded projects. Pre- and post-award lifecycle support include:

- proposal and budget development
- proposal review and submission
- award receipt and negotiation
- account setup and award administration
- financial reporting and project closeout

Additionally, OSP assists with:

- subaward administration
- financial compliance
- electronic research administration support
- effort reporting
- review of non-financial agreements (e.g., Material Transfer Agreements and Non-Disclosure Agreements)
- training on research administration



# AWARD LIFECYCLE



## WHAT IS PRE-AWARD AND POST-AWARD?

At CSU, our OSP offers both pre- and post-award support through Research Administration Teams, assistance from other OSP Teams, and collaborations across campus to aid in administering an award throughout the entire lifecycle.

**Pre-Award:** pre-award administrators in our Research Administration Teams work closely with unit administrators, business officers, investigators, and other centralized units to prepare and submit proposals for extramural funding. In the OSP, pre-award includes assistance with proposal and budget development, proposal review, signature authority, submission, and award receipt and negotiation. [Guidance](#) on OSP Proposal review responsibilities can be found on the OSP website.

**Post-Award:** Research Administration Teams and post-award services provide account set up and assistance with award administration and project closeout. Post-award works closely with unit administrators and Primary Investigators (PI) to ensure grant funds are spent within the project periods and sponsor guidelines, and handles invoicing and financial reporting for sponsored program accounts.

## PROPOSAL SUBMISSION GUIDELINES

The Proposal Submission Guidance assures that proposals submitted from Colorado State University are processed in a timely manner and meet all sponsor and University requirements. See [full guidance](#) on OSP's website.

	At least 5 business days prior	At least 3 business days prior	1 business day prior
Required Elements Prior to Sponsor Deadline	Draft budget in KR PD and required business elements ready for OSP review	Proposal record containing OSP approved business elements 'Submitted to Routing'	All proposal elements final in KR PD or in the sponsor portal, ready for submission

## CHECK THIS OUT!



**Quick Clip on [Signature Authority](#)**

## PI ELIGIBILITY

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on a sponsored project is limited to CSU employees with the necessary skills and knowledge to comply with all award regulations and requirements and who have an appointment type that permits serving as a PI or Co-PI. This limitation is in place because sponsored awards are made to CSU, and CSU is accountable for meeting all sponsored project activity requirements. Additionally, PIs are responsible for determining the intellectual direction of the research and scholarship and often for the training of graduate students and postdoctoral appointees.

Graduate research assistants, postdoctoral fellows, and adjunct faculty are considered temporary appointments and therefore are generally not eligible to serve as PI or Co-PI. Additional restrictions on PI eligibility may apply, therefore it is important to consult with and receive approval to serve as PI or co-PI from the cognizant department chair or unit head prior to preparing a proposal for external funding.

## MEET THE RA TEAMS!

OSP has Research Administration Teams that serve various colleges and units for some pre-award and post-award activities. Each Team consists of a Senior Research Administrator (SRA) whose main responsibility is award negotiation; a Research Administrator (RA) whose main responsibility is proposal review and submission; a Financial Research Administrator (FRA) whose main responsibility is financial post-award.



- 1 Team 1: Tiffany Roller, SRA; Jenn Alvarez, RA; Yulissa Garcia FRA  
Walter J. Scott Jr., College of Engineering (WSCE) most departments\*
- 2 Team 2: Trisha Southergill, SRA; Emma Ryan, RA; Jen Campbell, FRA  
Veterinary Medicine and Biomedical Sciences (CVMBBS) most departments\*
- 3 Team 3: Becky Libera, SRA; Erin Carleton, RA; Bernadette Basaraba, FRA  
College of Natural Science (CNS) most departments, other OVPR, other misc. units\*
- 4 Team 4: Kellie Reifstenzel, SRA; Jenny Harding, RA; Leigh Cooper, FRA  
Warner College of Natural Resources (WCNR) most departments, other OVPR units\*
- 5 Team 5: Catherine Douras, SRA; Sheila Arnold, RA; Melinda Spivey, FRA  
Agricultural Sciences - all departments; Agricultural Experiment Station - most units; Liberal Arts - all departments, other OVPR units\*
- 6 Team 6: Michael Lang, SRA; Katie McGirr, RA; TBD, FRA  
Health and Human Sciences all departments; College of Business - all departments, other OVPR and misc. units\*



\*The Research Administrator Teams' college and unit portfolios are subject to change to maintain workload balance. Be sure to check the [Staff Directory](#) on the OSP website for the current Teams' portfolios.

## MORE OSP TEAMS

- Administrative Support
- Outgoing Subawards
- Contracting
- Financial Post-Award
- Electronic Research Administration
- Training and Information



It takes a village! Administering the CSU research enterprise is a complex endeavor that involves individuals in multiple offices across campus as well as the 40+ people in OSP. Each office, each investigator, and each sponsor has their own interests and requirements, all of which must be addressed. In order to ensure the research enterprise remains vibrant, sustainable, and compliant. It is imperative that everyone understands their role in the process and that we work together collaboratively. See [Roles and Responsibility Matrices](#) at each stage of the award lifecycle on the OSP Website.

## SUMMARY OF FY2023 SPONSORED AGREEMENT PROPOSALS AND AWARDS

Report by CSU Research Analytics



## PI TRANSFERS

### Incoming



Investigators **coming to CSU** with an active award should coordinate with their previous institution and their new CSU departmental/unit/college support staff on the proposal that CSU needs to submit to the sponsoring organization for the project awarded to be issued to CSU.

The previous institution must relinquish its award so it can be issued to CSU or be granted permission from the sponsoring organization to issue a new subaward to CSU. Before a CSU account can be created, the newly issued award or new subaward needs to be reviewed, possibly negotiated, and accepted by an official Office of Sponsored Programs representative and internal CSU documents (as applicable) such as COI, cost-sharing, and compliance protocols need to be finalized.



### DID YOU KNOW?

Sponsored awards, such as grants, cooperative agreements, and contracts, are awarded to institutions and organizations, not to the Principal Investigator (PI). When a PI changes institutions or organizations, the awardee organization will determine whether it will retain, transfer, or terminate the award. CSU must approve the acceptance or relinquishment of the award and associated equipment. The sponsoring agency must also approve all award transfers. Communication is key.

### Outgoing



When a Principal Investigator (PI) **leaves the University** there are a few options available for the transition of their research portfolio:

1. Transfer the project(s) to their new institution
2. Terminate the project(s)
3. Assign new CSU PI(s) to the project(s) with the approval of the sponsor(s) addressing any change(s) to the scope of work
4. Assign new CSU PI(s) to the project(s) with approval of the sponsor(s), addressing any change(s) to the scope of work, and issuing subaward(s) to old PI at their new institution for a portion of the newly approved scope of work

## RESOURCES

[OSP Website](https://www.research.colostate.edu/osp/) (<https://www.research.colostate.edu/osp/>)

- [OSP About - Staff Directory and ORG Chart](#)
- [OSP Guidance](#)
- [OSP Training - Quick Clips and Video Resources](#)
- [OSP Home - Award Lifecycle](#)
  - [Roles and Responsibilities Matrices](#)
- [OSP Communication](#)
  - [OSP Newsletters](#)
  - [RAMAround Listserv](#)
  - [Research-Investigator Listserv](#)



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COLORADO STATE UNIVERSITY