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
- Educes 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

RAMS-SPOT (Sponsored Programs Online Tracking)
- As of May 1, 2015, all new proposals and task orders are prepared and routed to OSP using the VCUeRA RAMS-SPOT database.
- A PI or his/her study staff team member is responsible for initiating a new proposal or task order in RAMS-SPOT and then routing it for School Review and approval.
- Approval should be sought from all schools with faculty, staff or resources proposed to be involved on the project.
- Once school review and approval is completed, the proposal will route electronically to OSP for review and approval.
- If applicable, OSP will submit the proposal to the sponsor; this includes all SF424 Grants.gov applications and any sponsor systems requiring Authorized Organizational Representative submission.
- If the PI is responsible for proposal submission, OSP will notify PI once the university review is complete and the submission is authorized to go forward.
- The RAMS-SPOT system can be accessed from the RAMS & VCUeRA Systems page (www.research.vcu.edu/vcuera/index.htm).

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

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

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

Proposals & Awards

VIRGINIA COMMONWEALTH UNIVERSITY
Office of Sponsored Programs (OSP) Basics

Policies & Regulations
New Uniform Guidance
- 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).

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
Find Your Team by School: http://www.research.vcu.edu/osp/teamlisting-school.pdf
Find Your Team by Department: http://www.research.vcu.edu/osp/teamlisting.pdf
Training Opportunities: http://www.research.vcu.edu/osp/training.htm
RAMS-SPOT Updates & Training: http://www.research.vcu.edu/osp/rams-spot.htm

Contact OSP
VCU’s Office of Sponsored Programs is located on the third floor in the Biotech One building in the Biotechnology Research Park.

Government/Non-Profit Support
Tel: (804) 828-6772
E-mail: dirospa@vcu.edu

Post Award Team
E-mail: ospaward@vcu.edu

Industry Support
Tel: (804) 828-6772
E-mail: ospred@vcu.edu

Team Emails
Blue Team: osbleue@vcu.edu
Gold Team: ospgold@vcu.edu
Green Team: ospgreen@vcu.edu
Red Team: ospred@vcu.edu

Proposals & Awards