

Office of Sponsored Programs

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Top 6 Things Faculty Members Should Know About OSP

- OSP, as a unit within Research Administration, is Emory's central university-wide office which provides support and oversight for pre-award and non-financial post-award activities for all sponsored projects for Emory and its research community.
- OSP serves as Emory's authorized representative (business office and official signatory) for matters related to sponsored research funding, excluding non-Pediatrics industry-sponsored clinical trials.



Top 6 Things Faculty Members Should Know About OSP

- OSP conducts the following activities:
 - reviews and signs/submits grant proposals,
 - reviews/accepts grant awards,
 - reviews/negotiates/executes contracts (federal, state, industry, incoming subawards),
 - prepares outgoing subawards,
 - among many other pre-award (and non-financial post-award) activities.



(The Many Other Things)

Provide guidance on sources of support when asked ♦ Clarify instructions and help with interpretation of sponsor guidelines and submission policies ♦ Review grant applications/proposals for conformance with agency/Emory policies and guidelines (including routing questions) ♦ Prepare proposals for signature or electronic submission to agency ♦ Assist with electronic grants management/proposal submission systems ♦ Review award documents to verify amount of award and to review award terms and restrictions, if any, and negotiate alternative terms ♦ Review, negotiate and execute incoming subawards ♦ Review and Submit Just-in-Time materials for pending grant applications ♦ Initiate the Award Setup Process in Compass ♦ Prepare outgoing subawards under grant awards ♦ Negotiate and execute contracts for sponsored awards, including corporate, state, federal, and other university subawards ♦ Assist with responses to Requests for Proposals, including federal RFPs ♦ Negotiate and execute non-disclosure/confidentiality agreements ♦ Negotiate and execute certain DUAs and MTAs ♦ Process non-financial post-award requests (i.e., no-cost extension requests; changes in effort; changes in scope) ♦ Process Provisional Award Number requests as requested by departments ♦ Assist faculty with transferring grants in or out of the university ♦ Assist in resolving non-financial issues and questions that arise during the award ♦ Act as a resource for faculty, staff, and administrators: provide information and answer questions about funding opportunities, terms and conditions ♦ Ensure that the University can meet the obligations of the awards it accepts ♦ Serve as liaisons between faculty, university, and sponsors ♦ Coordinate with other research offices as necessary



Top 6 Things Faculty Members Should Know (continued)

- OSP comprises three main functional units: Grants Team, Contracts Team (industry and non-industry sub teams), and Subcontracts Team (outgoing subcontracts)
- Day-to-day responsibilities are handled by Analysts on each of OSP's teams, with oversight and input by Assistant Directors, Associate Directors and Directors. OSP's organizational chart and a detailed description of the responsibilities of each team can be found at: <https://www.osp.emory.edu/about/contact-us.html> and <https://www.osp.emory.edu/about/index.html>.



Top 6 Things Faculty Members Should Know (continued)

- Status of Pending Work Can be Tracked in an Appropriate System:
 - Proposals – Compass / Emory Proposal Express (EPEX)
(Main Menu > Grants > Emory Proposal Express)
 - Grant Awards – Insight Deliverables
 - Contracts – Insight Deliverables
 - Grant Forms (prior approval requests) – Compass (Custom Page)
(Main Menu > Emory Custom > Grants > Grant Forms)
 - Outgoing Subawards – Compass (Custom Page)
(Main Menu > Grants > Subrecipients > Subcontract Entry)



Emory Sponsored Award Funding

