

Department Summary:

The Office of Sponsored Programs provides pre-award and non-financial post-award support for externally funded grants at CDU. OSP plays two roles for the academic community: a compliance monitoring role and a service role. As a compliance monitor, OSP improves the efficiency, accountability and responsiveness of the research community to the needs of its external partners. In its service role, OSP assists faculty in the acquisition of external funds that further academic pursuits.

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OFFICE/DEPARTMENT:

Office of Sponsored Programs

LOCATION:

Cobb Building, Suite 260

WEBSITE: (under construction)

<http://www.cdrewu.edu/research/ResearchAdministration/osp>

1. What kind of services do you provide for researchers?

We distribute information about external funding opportunities to appropriate faculty, review and approve proposals and awards for sponsored programs, serve as the University's negotiating and executing office for sponsored program agreements and relationships and interpret the regulatory and contractual administrative requirements of these relationships.

Pre-Award Services

- Identification and dissemination of funding opportunities
- Interpretation of sponsor's guidelines
- Assistance with proposal preparation
- Assistance with budget preparation
- Proposal review and submission
- Negotiate and obtain awards
- Liaison between the PI, CDU and sponsors
- Organize and conduct grants management training
- Develop policies and procedures to comply with new regulations or changes in agency requirements

Post-Award Services

- Process Internal Notice of Awards (INOA)
- Review and approval of certain financial or administrative transactions such as budget modifications, no-cost extensions, etc.
- Subaward Processing
- Facilitate grant transfer and process award closeout
- Transactional Review of all charges to sponsored projects for allowability, allocability and reasonableness per OMB Circular A-21
- Liaison between the PI, CDU and sponsors
- Provide Post-Award training
- Develop policies and procedures to comply with new regulations or changes in agency requirements

2. Describe a typical interaction with a researcher.

Normally, OSP will receive an email or call from a faculty member informing us that they will be submitting an application. The researcher will be asked by the OSP pre-award staff for some general information including the funding opportunity number, website of the online announcement (or copy of the announcement if it's not online) and the due date for the submission. OSP will retrieve and review the entire announcement for agency and eligibility requirements. If all the requirements are met, OSP pre-award will proceed and download the application package, prefill the institutional information and forward the application package to the researcher along with additional information that will assist the researcher in the completion of the application. The additional information includes a PI checklist, Request for Proposal and Submission Form (RPAS), budget template and any other relevant documents. Throughout the proposal development process, the pre-award staff work closely with researcher to develop a complete application, including budget. Once completed, OSP pre-award will do a final review and then submit the application to the sponsor. It typically takes 3-9 months for sponsors to review and make award decisions. Once an award is received OSP will ensure that all administrative requirements are in place and then issue an Internal Notice of Award (INOA) to the University and the PI. OSP also coordinates a harmonization meeting between the researcher and relevant administrative offices (OSP, OF, ORA, HR) to clarify the policies and compliance issues for the each award.

REMEMBER! Investigators should notify OSP as soon as possible when preparing to submit a proposal. The review and institutional approval of a proposal requires time and cannot be left to the last minute.



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3. Tell us one thing researchers might not know about your office.

Are you aware that the Request for Proposal and Submission Form (RPAS) is **required** for all proposals before your proposal is submitted to the sponsor by OSP? This includes new submissions, competitive renewals, continuation/progress reports, supplements and revisions. The RPAS is also required for Subawards. This internal routing form is an important document in the proposal process; it identifies basic proposal and investigator information, endorsement signatures from the PI, college, center/institute, Executive VP for Research and Health Affairs, research compliance (IRB, IACUC, Biohazard, etc.) or other commitments from the university.

All proposals submitted to external sponsors whether new, continuation, supplemental, renewal, or revision must be reviewed and approved by OSP. If the proposal is a paper submission, OSP will review, approve and return the proposal to the principal investigator for forwarding to the sponsor. All electronic proposal submissions will be submitted by OSP, unless a sponsor specifically requires that the proposal be submitted directly by the PI.

The review/approval process also applies to pre-proposals or other preliminary applications, e.g. concept papers, if they involve detailed budget figures or a commitment of university resources.

OSP's pre-award unit is available to assist researchers in any phase of proposal preparation. Proposals are carefully reviewed to ensure that they comply with University and sponsor requirements. Proposals are reviewed for institutional commitments and include the following criteria:

- Review of the Request for Proposal Approval and Submission (RPAS) form for appropriate signatures and compliance with applicable research protection policies;
- Verification of Principal Investigator eligibility;
- Verification of the correct use of institutional identifiers;
- Verification that proposed costs are consistent with the University's and the sponsor's cost principles;
- Verification that the correct Facilities & Administrative rate is used for the proposed activity and location of activities;
- Verification of cost-share commitments;
- Verification of documentation for subcontractors and/or consultants;
- Review and signature of certifications and representations.
- Ensure regulatory approvals are obtained.

4. What are your plans to improve research services in the future?

Continue to strengthen the understanding of the integrated grants management office service role by increasing and improving communication ensuring that faculty members are continually and systematically kept informed of appropriate potential grant sources and/or anything that impacts grant-related activities.



*Are you aware that the Request for Proposal and Submission Form (RPAS) is **required** for all proposals before your proposal is submitted to the sponsor by OSP?*

Continue to develop and implement pre- and post-award administrative and operational policies and procedures to monitor sponsored projects for compliance with University policies, sponsoring agency guidelines, federal regulations, and other related issues of interest to the research community.

Increase and expand sponsored research capabilities. For example, OSP is working to provide necessary tools and assistance to faculty members and staff in their search for funding opportunities, conducting workshops and more.

Develop and make available on the University web page "boiler plate" statements and data summaries, which can easily be accessed by faculty members writing grants and/or contracts.

5. What's the best way for researchers to reach you?

Emails, calls or stop by our office. You can also check out the OSP brochure for more information by clicking [here](#).

The Research Resource Spotlight series focuses on the offices and departments at CDU that are available to help researchers enhance their productivity and excel at translational research. It is produced by AXIS (Accelerating Excellence in Translational Science) which is funded by NIH Grant #U54 RR026138.



OSP is responsible for ensuring compliance with all applicable federal, state, local and university regulations & policies related to research and extramural funding of sponsored projects.

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