OBTAINING OFFICE OF SPONSORED PROGRAMS (OSP) REVIEW AND ENDORSEMENT

Office of Sponsored Programs (OSP) Review

OSP staff is available to assist the Principal Investigator and/or their staff in any phase of proposal preparation. Proposals are carefully reviewed to ensure that they comply with University, federal, and/or state 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 University and federal 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.

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

What to Submit

For institutional endorsement by OSP, one copy of the proposal must be submitted for review. At minimum, the following elements of the proposal must be provided:

- Request for Proposal Approval and Submission (RPAS) Form
- Copy of the Sponsor's Program Solicitation or Request for Proposal
- Conflict of Interest Form(s), if applicable
- Original Application Pages Requiring Institutional Endorsement
- Draft Abstract
- Draft Budget and Budget Justification
- Draft Statement of Work
- Draft Biographical Sketches
- Draft Other Support
- Draft Facilities and Resources
- Additional Attachments, when applicable
  - Cost Sharing Commitment Letter(s)
  - Consultant Commitment Letter(s)
  - Subcontract Commitment Letter(s) and proposal, signed by an authorized institutional representative
  - Request for Exception to Principal Investigator Eligibility
When submitting a proposal in draft form for review and endorsement, OSP requires a final copy of the proposal submitted to the sponsor be forwarded to the OSP within five business days.

**Special Considerations: Clinical Trial Proposals Supported by For-Profit Sponsors**

The institutional review and endorsement of clinical trial protocols to for-profit sponsors also requires the submission of a proposal to OSP. One copy of the proposal must be submitted and the following elements must be included:

- Request for Proposal Approval and Submission (RPAS) Form
- Financial Disclosure Form(s)
- Final Budget, as approved by the sponsor
- Clinical Trial Protocol
- Clinical Trial Questionnaire
- Draft Clinical Trial Agreement, if provided by sponsor
- Additional Attachments, when applicable
- Request for Exception to Principal Investigator Eligibility

Investigators should notify OSP as soon as possible when initiating a clinical trial supported by a for-profit sponsor. The review of the proposal and negotiation of the clinical trial agreement requires time and cannot be left to the last minute.

OSP can begin to negotiate a clinical trial agreement prior to IRB approval. However, the clinical trial cannot commence until the IRB approves the protocol and OSP has signed the clinical trial agreement.

**Special Considerations: Electronic Submissions**

Many sponsors are developing and implementing electronic systems that allow the University to submit proposals electronically either through the internet or via e-mail.

Each sponsor may impose different registration requirements and procedures. OSP is responsible for institutional registration and maintaining institutional profiles. Many systems also require individual registration which will be handled in accordance with each sponsor's guidelines. A list of sponsors that currently have information available regarding applicable ERA systems is available from OSP.

Despite the method of submission, OSP review and endorsement of proposals requesting extramural funding is required prior to submission to the sponsor.