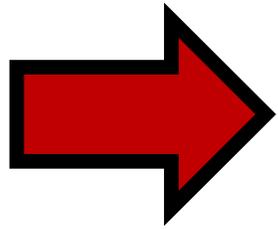


**OFFICE OF SPONSORED PROGRAMS  
AND RESEARCH ADMINISTRATION  
POST AWARD TRAINING  
DEANS AND DEPARTMENT HEADS**



VALDOSTA STATE  
UNIVERSITY

# OSPRA



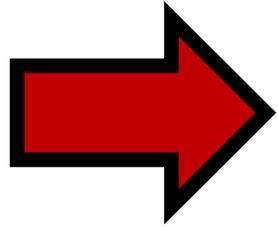
## Service Provided:

Professional **guidance** and administrative **support** to faculty, staff and students in their pursuit and conduct of research and scholarly activities.

- Pre-Award
- Post Award
- Research Compliance



VALDOSTA STATE  
UNIVERSITY



# OSPRA

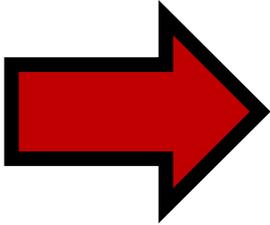
## Pre-Award Functions:

- Grant matching searches
- Review and help develop grant packages:
  - Review of written proposal to ensure proposal matches all RFP requirements
  - Budgets and budget justifications:
    - Personnel
    - Travel
    - Operating
    - Other
- Assimilation of grant documents
- Submit grant documents to sponsor



VALDOSTA STATE  
UNIVERSITY

# OSPRA



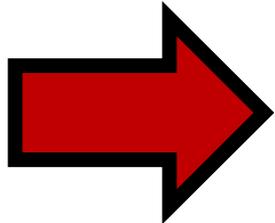
## Post Award Functions:

- PI Orientation/Training
- Review **ALL** grant expenditures before forwarding to Financial Services
- Financial Conflict of Interest
- Effort Reporting
- Review and completing award/sub-award documents
- Assist PI in hiring personnel
- Assist PI in purchasing grant approved items



VALDOSTA STATE  
UNIVERSITY

# OSPRA



## Research Compliance:

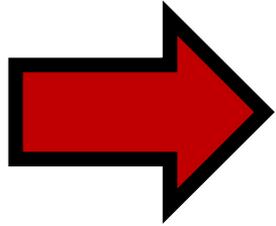
Responsible to ensure **compliance** with all federal and state laws and regulations related to governmental and non-profit sponsored guidelines, and University policy.

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Council
- Intellectual Property
- Responsible Conduct of Research
- CitiProgram



VALDOSTA STATE  
UNIVERSITY

# DEANS AND DEPARTMENT HEADS



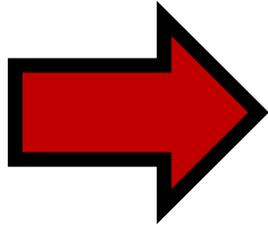
The Deans' and Department Heads' roles and responsibilities:

The **Deans and Department Heads** are responsible for:

- Providing written approval and support of PI proposal submission.
- Ensuring the PI has approved all **expenditures** within the program budget and in accordance with sponsor, OMB (Office of Management and Budget), EDGAR (Education Department General Administrative Regulations), and VSU's policies and guidelines.
- Ensuring all Time and Effort reports are certified by grant personnel and the PI, then forwarded to Post Award Compliance Officer.



VALDOSTA STATE  
UNIVERSITY



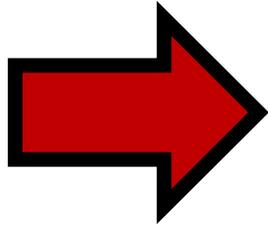
# DEANS AND DEPARTMENT HEADS

The Deans' and Department Heads' roles and responsibilities:

The **Deans and Department Heads** are responsible for:

- In conjunction with PI, monitor sub-recipients' for compliance with sponsor, OMB, EDGAR, and VSU policies and guidelines.
- Verifying salaries charged to sponsored program correspond to the actual time worked on the program.
- Balancing **budgets**. Any overages on grant spend will be charged to the PI's department.
- Closing out sponsored programs in a timely manner and in compliance with the sponsor, OMB, EDGAR, and VSU's policies and guidelines.





# DEANS AND DEPARTMENT HEADS

The Deans' and Department Heads' roles and responsibilities:

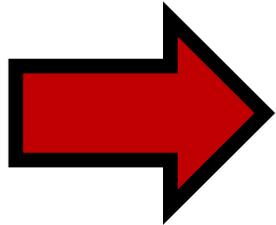
The **Deans and Department Heads** are responsible for:

- Providing written budget approval for the following:
  - Course release time (adjunct pay)
  - Summer pay
  - Supplemental pay
  - Volunteer time



VALDOSTA STATE  
UNIVERSITY

# INDIRECT COST ALLOCATION



What do the Deans and Dept Heads receive from grants?

The Restricted Funds Accountant calculates **IDC** monthly on all sponsored program expenditures and then posts to individual accounts.

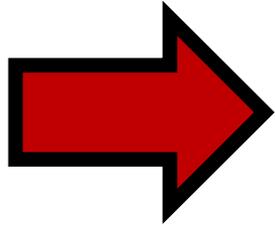
IDC allocated within **Departments:**

- Deans – 15%
- Department Heads – 15%
- PI – 35%
- Office of Sponsored Programs and Research Development – 35%



VALDOSTA STATE  
UNIVERSITY

# AUTHORIZED OFFICIAL

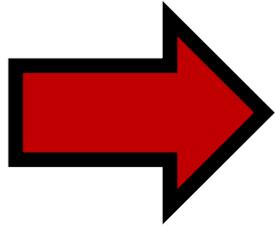


Written **approval** by an authorized official evidencing prior consent.

- President and Provost are the only VSU Authorized Official to sign off on contracts/grants obligating the institution.
- Grant expenditures, including: changes/hiring/travel/consultants
  - Budget Manager/PI
  - Second signature – next in line of **authority** within the PI's department
  - Office of Sponsored Programs
    - Director
    - Post Award Compliance Officer
- Change in scope of grant program/contract
  - Sponsor
  - Dean/Department Head
  - Office of Sponsored Programs



# QUESTIONS?



Please contact the Office of Sponsored Programs and Research Administration

**Telephone:**

229.245.2614 (Linda Lackey)

or...

229.333.7837 (Elizabeth (Ann) Olphie)

**Email:**

grants@valdosta.ed



VALDOSTA STATE  
UNIVERSITY