

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Sponsored Research Procurement Procedure		SOP #: RSP.008.02
Effective Date	10/23/19	
Last Revision/Review	2/2/2026	

1. Purpose

The purpose of this policy is to establish a standardized procedure for Principal Investigators (PIs) at Burrell College to request and place orders for goods and services using sponsored project awards or intramural research funds. This process ensures compliance with institutional policies and funding agency requirements, while promoting accountability, transparency, and consistency in procurement practices.

2. Related Policy/Authority

Office of Research & Sponsored Programs (ORSP)
Burrell College Finance & Administration (Finance)

3. Responsibilities and Procedural Steps

- 3.1 Grants Awarded to Burrell:** Upon receipt of an award notification, the Principal Investigator must follow SOP# RSP.033 for formal award acceptance.
- 3.2 Initiation of Requests:** The PI is responsible for ensuring all procurement requests comply with the terms of the sponsored award agreement. Requests must be submitted through the ORSP Order Request system and include a valid vendor quotation.
- 3.3 ORSP:** Upon receiving the ORSP Order Request and accompanying vendor quotation, ORSP will initiate a Purchase Requisition.
- 3.4 ORSP Review of Purchase Requisition:** ORSP will review the submitted PR to verify compliance with sponsored program guidelines and confirm the availability of funds.
- 3.5 Principal Investigator Review:** The purchase requisition is then routed to the PI, who is responsible for verifying that the items requested and the pricing are accurate and appropriate.
- 3.6 Principal Investigator:** Upon delivery of the order, the PI is responsible for verifying that the items received match those listed on the packing list. The designated ORSP receiver will confirm receipt to facilitate recordkeeping and payment processing.
- 3.7 Account Management:**
Monthly Statements: The Office of Finance will distribute monthly transaction statements to the PI and ORSP. The PI is responsible for reviewing and reconciling these statements to ensure accuracy and compliance with the sponsored award. Upon completion of the reconciliation, the PI must provide formal approval of the monthly statement to ORSP at grants@burrell.edu.

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5. Reports/Charts/Forms/Attachments/Cross References

Burrell College Purchase Requisition

6. Maintenance

The Office of Research and Sponsored Programs will review yearly.

7. Signature

Signature on File

2/2/2026

Assistant Dean for Research

Date

8. Distribution List

Internal

9. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
11/30/2021		Removed reference to BCOM and replaced with Burrell College		12.6.2021
11/30/2021	5	Updated process to align with current requisition purchasing processes.		12.6.2021
2/2/2026	All	Updated procedural steps and updated title of SOP to maintain clarity and align with SOP language		2/13/2026