

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Sponsored Project Award Acceptance Process		SOP #: RSP.033.04
Effective Date	9/5/2023	
Last Revision/Review	1/5/2026	

1. Purpose

To ensure that a coordinated effort between the Project Management Team (PMT) is in place to ensure that no sponsored project award is accepted on behalf of the College until all sponsor award terms, conditions and compliance requirements have been reviewed and accepted in accordance with Burrell College policy, and that no funds are encumbered or expended until a fully executed award is in place.

2. Related Policy/Authority

Policy B3050 Federal Funds Compliance

Policy B8110 Sponsored Project Proposal Development and Submission

Policy B8120 Sponsored Project Award Acceptance

3. Faculty/Staff Responsibilities

Principal Investigator (PI)

Office of Research and Sponsored Programs (ORSP)

Finance Office

4. Definitions/Abbreviations

Principal Investigator (PI) - every title that holds sponsored project authority: Principal Investigator, Program Director, Program Manager, Program Liaison, etc. These individual(s) are designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.

Project Management Team (PMT) - representatives of the following four functions: Principal Investigator (PI), Director of ORSP Administration, Compliance Specialist (ORSP), and Financial Control (Finance Office).

Sponsor or Funding Sponsor - governmental agency, academic institution, private organization, or other organization that provides a grant, contract or other arrangement that formalizes the transfer of money to Burrell College for specific purposes.

Sponsored Project - grant, contract or other arrangement formalizing the transfer of money or property from a sponsor to Burrell College with the intent to either carry out a specific purpose or provide a direct benefit to the sponsor.

5. Procedural Steps

1. Sponsor Notification of Award:

When a sponsor issues an award notification, it may arrive via email, a web-based grants management portal, or a formal letter. This communication is typically directed to the Principal Investigator (PI), though it may also be sent to a designated institutional representative such as the Dean, ORSP, or the Finance Office.

Upon receipt of an award notice, the recipient must immediately inform the ORSP by sending an email to grants@burrell.edu. Timely notification ensures that the institution can initiate the award acceptance process without delay.

The award notice should contain key information necessary for processing, including the project number and title, the defined period of performance, the total amount of authorized funding, and any applicable terms and conditions. It must also outline the sponsor's payment procedures and fiscal reporting requirements. Finally, the notice should include the grant award agreement, which will require signature by the Authorized College Signing Official

1. Institutional Final Review

Before the award can be formally accepted and activated, a final institutional review must be conducted to ensure readiness across all relevant departments. This review is coordinated by the Office of Research & Sponsored Projects (ORSP) and involves the following units:

The PI is responsible for notifying their Department Chair and coordinating any necessary release time, if applicable, to fulfill project obligations. ORSP will verify that all just-in-time compliance approvals are in place, confirm completion of required training, and assess laboratory readiness when relevant.

The Finance Office will conduct a final review of the approved budget, including any special budgetary terms and payment procedures. Upon completion, a dedicated project account will be established to manage the award funds.

Human Resources will confirm that key personnel have sufficient effort availability and will ensure that all conflict of interest disclosures are current and appropriately managed.

ORSP will also review Burrell's commitments related to facilities, including building access, equipment usage, and space allocation, finalizing these elements as needed.

If the grant includes educational components, the Office of Academic Affairs will review and approve any curriculum-related activities. Similarly, if students are involved in the project, the Office of Student Affairs will participate in the review process. Should the award include payments to students, the Office of Financial Aid will be engaged to ensure proper coordination and compliance with institutional and federal guidelines.

3. Institutional Approval:

The recommendations of the various reviewing parties will be forwarded to the Office of the Dean for final review and disposition. Only the Dean or Dean's designee has grant acceptance authority. The signed document is returned to ORSP for communication to the funding sponsor via email from grants@burrell.edu.

4. Grant Management Meeting:

Following approval from the Dean's Office, ORSP will schedule a Grant Management Meeting with the PI. This meeting serves as a critical touchpoint to ensure all stakeholders

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are aligned in the operational and compliance aspects of the award. Topics covered during the meeting may include financial details such as the total award amount, allowable expenses, and fiscal responsibilities; purchasing procedures specific to the award; personnel supported by the grant, including student stipends if applicable; and time and effort reporting obligations. The discussion may also address subawards, subcontracts, and consulting agreements, as well as sponsor-specific reporting requirements. Additionally, the meeting will review expectations related to responsible conduct of research and institutional compliance, along with any other terms and conditions outlined in the award agreement.

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

Proposal Transmittal Form

8. Signature

Approved by	1/5/2026
Assistant Dean of Research	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
10.25.2023	5	Added offices to the grant start up meeting.		10.25.2023
5.31.2024	5	Update grammar and titles		6.5.2024
6.24.2024	All	Procedure updates.		6.25.2024
1/5/26	All	Procedure updates and grammar		2/13/2026