

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

| <b>Sponsored Project Award Acceptance Process</b> |            | <b>SOP #: RSP.033.01</b> |
|---|------------|--------------------------|
| Effective Date                                    | 9/5/2023   |                          |
| Last Revision/Review                              | 10/25/2023 |                          |

### **1. Purpose**

To ensure that a coordinated effort between program personnel, grant compliance personnel and finance personnel 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 College policy, and that no College 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**

The Office of Research and Sponsored Programs (ORSP) is responsible under Policy B3050 for coordinating this process.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. **Sponsor Notification of Award:** Depending on the sponsor, notification may come in the form of electronic communication (i.e., email or sponsor web-based grants management site) or letter that is typically directed to the Principal Investigator/Project Director, a responsible institutional party (e.g., Dean, Office of Research and Sponsored Programs or Finance Office). Any party receiving an award notice shall immediately notify the Office of Research. Information in the award notice usually includes the following:
  - Project Number and Title
  - Period of performance
  - Amount of authorized funding
  - Applicable terms and conditions of the award
  - Payment procedures and fiscal reporting requirements
  - Grant award agreement that will be signed by the Authorized College Signing Official. (i.e., President or President's Designee).
2. **Institutional Final Review**
  - a. **Principal Investigator/Program Director Home Department:** The Department Chair shall be notified and plans for release time of the P.I./P.D. discussed if applicable.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- b. **Research Office:** The Research Office shall check all just-in-time compliance approvals, applicable training and final laboratory readiness (if applicable). Recommendation for acceptance will be based on outcome of this review.
- c. **Finance Office:** The Finance Office will review the final approved budget, payment information, and establish an account for the award.
- d. **Human Resources:** The Office of Human Resources will verify key personnel effort availability and ensure that Conflict of Interest disclosures are up to date and managed appropriately.
- e. **Facilities:** Institutional commitments relative to facilities use, building access, etc. will be reviewed and finalized as appropriate.
- f. **Curriculum:** If the grant involves educational programs or instruction, the Office of Academic Affairs will review and finalize as appropriate.
- g. **Student Affairs:** If the grant involves students, the Office of Student affairs will be included in the review process. Should the project involve payment of students, the Office of Financial Aid shall be included in the review.

### **3. Institutional Approval:**

The recommendations of the various reviewing parties will be forward 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 the Office of Research for communication to the funding sponsor.

### **4. Grant Startup Meeting:**

Upon receiving approval from the Dean's Office, the Office of Research will convene a meeting that includes the principal investigator/program director and key project personnel as well as representatives from the Office of Outreach and GME, Institutional Effectiveness, and the Finance Office. Items discussed at this meeting may include but not be limited to:

- Financial information regarding the award, allowable expenses, and fiscal responsibilities.
- Personnel funded by the grant and student stipends, if applicable.
- Time and effort reporting requirements
- Subawards, subcontracts, and consulting agreements, if applicable
- Reporting requirements of the College and of the sponsor.
- Project timelines.
- Purchasing
- Responsible conduct of research.
- Any other terms and conditions of the award.

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

Proposal Transmittal Form

## **8. Signature**

Approved by

Department Head of Research

10.25.2023

Date

## **9. Distribution List**

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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    |
|               |              |  |   |               |