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 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
Principal Investigator [PI]
Office of Research and Sponsored Programs [ORSP]
Finance Office

4. Definitions/Abbreviations
Principal Investigator [PI] means every possible title that holds program 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] means representatives of the following three functions: Program Principal Investigator [PI], Compliance (Office of Research and Sponsored Programs [ORSP]), and Financial Control (Finance Office).

Sponsor or Funding Sponsor means, 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 means a grant, contract or other arrangement formalizing the transfer of money or property from a sponsor to the Burrell College of Osteopathic Medicine 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:** 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 [PI], or a responsible institutional party (e.g., Dean, Office of Research and Sponsored Programs [ORSP] or Finance Office). Any party receiving an award notice shall immediately notify the ORSP via email to grants@burrell.edu. 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.

2. **Institutional Final Review**
   a. **PI Department:** The PI will notify their Department Chair and plans for release time shall be discussed, if applicable.
   b. **ORSP:** ORSP shall check all just-in-time compliance approvals, applicable training and final laboratory readiness (if applicable). Recommendation for acceptance will be based on the outcome of this review.
   c. **Finance Office:** The Finance Office will review the final approved budget, any special budget terms, payment information, and establish a project 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, equipment, 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 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:**
Upon receiving approval from the Dean’s Office, ORSP will convene a meeting with the PMT. 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 | 5.31.2024
---|---
Department Head of Research | Date

9. Distribution List
Internal/External

10. Revision History

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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>5</td>
<td>Added offices to the grant start up meeting.</td>
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<td>5.31.2024</td>
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<td>Update grammar and titles</td>
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<td>All</td>
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