

Office of Sponsored Programs and Research Cleveland State University

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<http://www.csuohio.edu/offices/spr/>

Cleveland State University
engaged learning™



OSPR Mission Statement

The mission of the Office of Sponsored Programs and Research is to responsibly promote and advance the research, scholarship and creative activity of faculty, staff, and students by helping to:

- Obtain the necessary resources through external funding
- Create internal & external partnerships

while providing expert advice.



OSPR Vision Statement

The Office of Sponsored Programs and Research its staff will be:

- a **sought-after resource** for its Customers (the University's faculty, staff, and students);
- a **dynamic partner** with its Customers allowing them to more successfully compete for external funding; and
- a **recognized advocate** for a sophisticated and innovative research climate at CSU.

Office of Research & Graduate Studies

George E. Walker, Ph.D.

Vice President for Research & Graduate Studies

Jerzy T. Sawicki, Ph.D.

Interim Associate Vice President for Research

Phone: (216) 687-9364

Web: <http://www.csuohio.edu/research/researchhome.html>

Connect with us using  or .



Office of Sponsored Programs & Research

Barbara Bryant (X3624, b.bryant@csuohio.edu)

Contact Barbara for issues regarding the Institutional Review Board and Institutional Animal Care and Use Committee.

Beth Judy (X2071, b.judy@csuohio.edu)

Contact Beth if you plan to purchase or use animals as part of your research.

Teri Kocevar (X4567, m.kocevar@csuohio.edu)

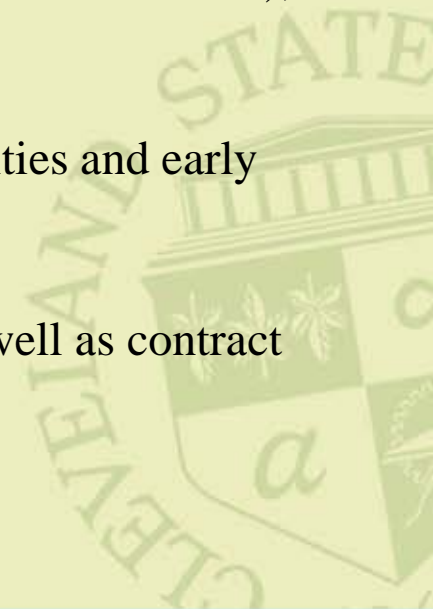
Contact Teri with issues regarding account set-up (sponsor and cost-share), budget revisions, cost allowability, and no-cost extensions.

Christine Sell (X3625, c.sell@csuohio.edu)

Contact Tina for assistance in identifying funding opportunities and early stage pre-award assistance.

Craig Zullig (X3675, c.zullig@csuohio.edu)

Contact Craig for final proposal review and submission as well as contract and subcontract preparation and review.



OSPR Services

Pre-Award

- Funding Searches
- Narrative Development
- Budget Assistance
- Proposal Transmittal Form (PTF) Assistance
- Sponsor Form Assistance
- Sponsor Guidelines Interpretation
- IRB/IACUC Assistance
- Research News

Post-Award

- Award Acceptance & Account Set-Up
- Contract/Subaward Negotiation & Acceptance
- Liaison with Sponsors
- Re-budgeting Requests
- Changes in Award Terms
- Project End Date Reminders
- Technical Interim or Final Reports

OSPR Pre-Award Services

Finding Funding

Assistance in finding funding from grant-making agencies whether specific agencies identified by you or from a list of sources comprising public, private and corporate entities.

- The search results are sent to you via e-mail as a Word document attachment.
- Searches can be done based on topic, identified needs, or other criteria.
- Most grant searches take about 5 working days to complete and send to the requestor.



OSPR Pre-Award Services

Application Development

Assistance as you develop your narrative to ensure the proposed project complies with the funder's guidelines.

- Confirm eligibility of University and individual faculty member.
- Confirm you have all required sponsor forms.
- Confirm you have correct internal forms (e.g., PTF) and work with Grants Manager or Director for final review.



OSPR Proposal Review

Proposal & Budget Development

Internal Process (PI Responsibility)

1. Establish the SOW (the Proposal)
2. Clarify Personnel Involvement (e.g., PI, Post docs, Graduate Students, Consultants)
3. Review for Time & Effort and Other Costs
4. Begin Proposal Transmittal Form (Detailed Budget Page)
5. Create Budget Justification File (aka Budget Narrative)
 - Justify Need and Calculations for all Costs
6. Contact OSPR and Submit PTF (Detailed Budget) and Budget Justification for **Pre-Review**
7. Incorporate Feedback and Complete Proposal (including all Forms)
8. Submit Complete Proposal and Completed, Signed PTF to OSPR
“Submission Ready” 5 Business Days in Advance of Deadline

OSPR Proposal Review

Final Review & Submission

- Confirms all Other Approvals are Received (PI, Chair, Dean), Performs Final Budget Review, Reviews Proposal Content to Confirm Budget includes all Costs, Confirms Sponsor Guidelines are Followed, Confirms Consultant and/or Subcontractor Commitments are Received
- Confirms other Program Specific Items are Approved by the Correct University Official
- Signs all Certifications and Representations
- Acts as Authorized Organizational Representative (AOR) or Signing Official (SO)
- Only OSPR can Submit Proposals on Behalf of Cleveland State University
- OSPR Approval Informs Sponsor the Proposal has University Approval and that it is Consistent with all Applicable University and Sponsor Policies

Only OSPR can Act as the AOR/SO on behalf of Cleveland State University

OSPR Web Resources

On the web at: <http://www.csuohio.edu/offices/spr/index.html>

Other Links:

- Grants Policies and Procedures
<http://www.csuohio.edu/offices/spr/policies/>
- Proposal Writing Tips
<http://www.csuohio.edu/offices/spr/quicklinks/submitproposal/pwt/index.html>
- Submitting a Proposal Through CSU
<http://www.csuohio.edu/offices/spr/proposal/>
- OSPR Forms (including PTF)
<http://www.csuohio.edu/offices/spr/forms/>
- OSPR Frequently Asked Questions (includes a list of required Proposal Items)
<http://www.csuohio.edu/offices/spr/faqs.html>
- Research News
<http://www.csuohio.edu/offices/spr/researchnews/>

