

# Sponsored Programs and Research Services

## Cleveland State University

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<http://www.csuohio.edu/sprs>

Cleveland State University  
*engaged learning*<sup>™</sup>

# SPRS Mission Statement

The mission of the Sponsored Programs and Research Services 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.



# SPRS Vision Statement

Sponsored Programs and Research Services and 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

**Meredith Bond, Ph.D.**

Interim Vice President for Research & Innovation

**Roman Kondratov, Ph.D.**

Associate Vice President for Research

**Teri Kocevar**

Director, Sponsored Programs & Research Services

Phone: (216) 687-9364

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Connect with us using  or 



# Sponsored Programs & Research Services

**Teri Kocevar** (X3675, [m.kocevar@csuohio.edu](mailto:m.kocevar@csuohio.edu))

Contact Teri for contract and subcontract preparation and review, policy interpretation, and for assistance with larger, inter-disciplinary proposals.

**Bernidean Strong** (X3375, [b.r.strong@csuohio.edu](mailto:b.r.strong@csuohio.edu))

Contact Bernidean for budget assistance.

**Mary Jane Karpinski** (X3630, [m.karpinski2@csuohio.edu](mailto:m.karpinski2@csuohio.edu))

Contact Mary Jane for general administrative help related to SPRS.

**Leah Foucault** (X3696, [l.foucault@csuohio.edu](mailto:l.foucault@csuohio.edu))

**Barbara Miller** (X9341, [b.miller-willis@csuohio.edu](mailto:b.miller-willis@csuohio.edu))

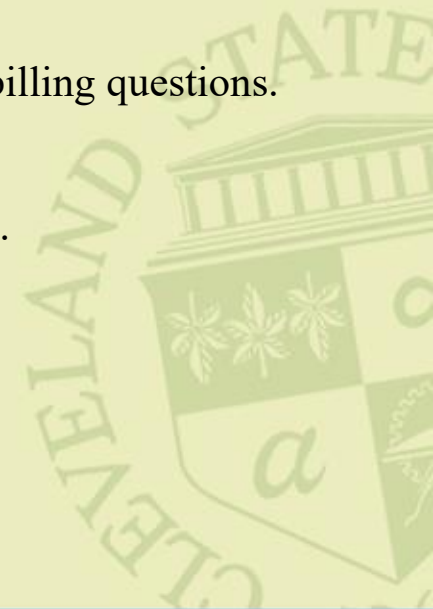
**Nicole Milligan** (X9273, [n.m.taylor79@csuohio.edu](mailto:n.m.taylor79@csuohio.edu))

**Mala Saha** (X3696, [m.saha13@csuohio.edu](mailto:m.saha13@csuohio.edu))

Contact Barbara, Leah, and Nicole for post-award questions, and Mala for billing questions.

**Lyubomyr (Lou) Turchyn** (X2071, [l.turchyn14@csuohio.edu](mailto:l.turchyn14@csuohio.edu))

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



# SPRS Services

## Pre-Award

- Funding Searches
- Narrative Development
- Budget Assistance
- Cayuse Grants Management System
- Sponsor Form Assistance
- Sponsor Guidelines Interpretation
- IRB/IACUC Assistance

## Post-Award

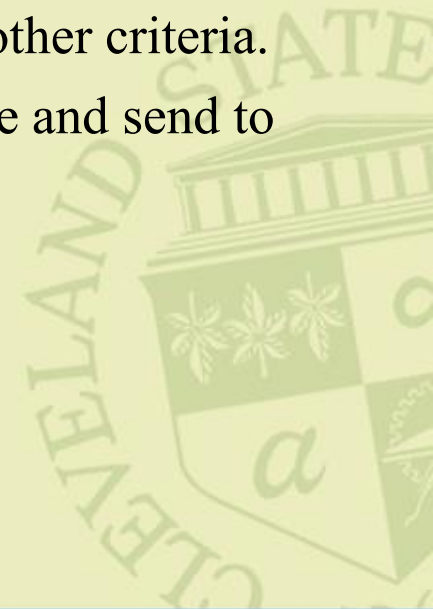
- Award Acceptance & Account Set-Up
- Contract/Subaward Negotiation & Acceptance
- Liaison with Sponsors
- Re-budgeting Requests
- Changes in Award Terms
- Project End Date Reminders
- Narrative Interim or Final Report Reminders

# SPRS 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.





# SPRS 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 and work with Assistant Director for final review.





# SPRS Proposal Review

## *Proposal & Budget Development – PI Responsibility*

1. Establish the Scope of Work (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 SPRS (Diana Dubinsky) and Submit Detailed Budget and Budget Justification through Cayuse for **Pre-Review**
7. Incorporate Feedback and Complete Proposal (including all Sponsor Forms)
8. Provide Complete Proposal and Completed budget details to SPRS  
“Submission Ready” **5 Business Days** in Advance of Deadline

# SPRS Proposal Review

## *Final Review & Submission – SPRS Responsibility*

- 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 SPRS can Submit Proposals on Behalf of Cleveland State University
  - SPRS Approval Informs the Sponsor the Proposal is Consistent with all Applicable University and Sponsor Policies

**\*Only SPRS can Act as the AOR/SO on behalf of Cleveland State University\***

# SPRS Web Resources

On the web at: <http://www.csuohio.edu/sprs>

*Other Links:*

- Grants Policies and Procedures  
<http://www.csuohio.edu/sprs/policies-and-procedures>
- Proposal Writing Tips  
<http://www.csuohio.edu/sprs/proposal-writing-tips>
- Submitting a Proposal Through CSU  
<http://www.csuohio.edu/sprs/proposal-preparation>
- SPRS Forms  
<http://www.csuohio.edu/sprs/proposal-preparation>
- SPRS Frequently Asked Questions (includes a list of required Proposal Items)  
<http://www.csuohio.edu/sprs/sprs-faq>

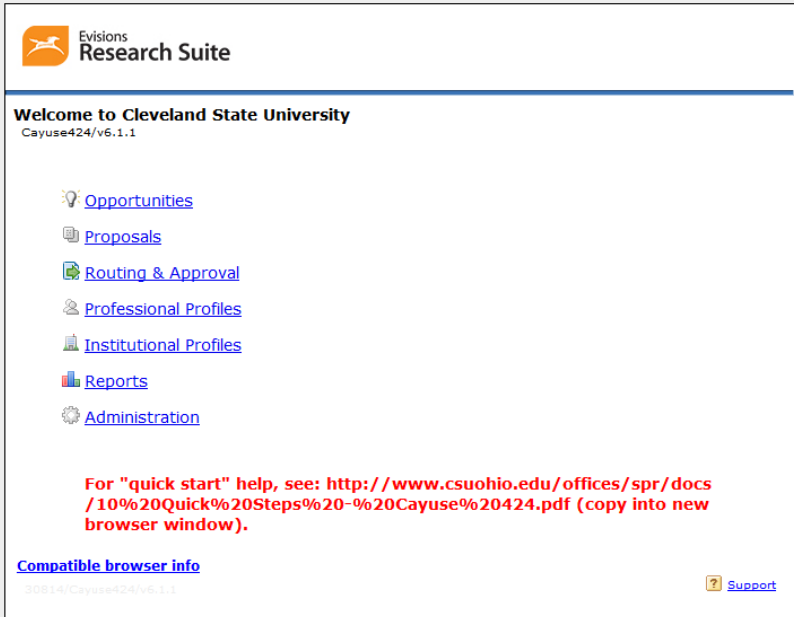


# Grants Management System

## Cayuse 424 (Pre-Award)








### Features

- Create proposals on PC or Mac in a web-based system;
- Route electronically for approvals;
- Submit to SPRS for final review and submission to the sponsor; and
- Track the whole process from a PC or Mac.




Evisions  
Research Suite

Welcome to Cleveland State University  
Cayuse424/v6.1.1

-  [Opportunities](#)
-  [Proposals](#)
-  [Routing & Approval](#)
-  [Professional Profiles](#)
-  [Institutional Profiles](#)
-  [Reports](#)
-  [Administration](#)

For "quick start" help, see: <http://www.csuohio.edu/offices/spr/docs/10%20Quick%20Steps%20-%20Cayuse%20424.pdf> (copy into new browser window).

[Compatible browser info](#)

20814/Cayuse424/v6.1.1  [Support](#)

<http://www.csuohio.edu/sprs/cayuse-grants-management-system>