

OFFICE OF SPONSORED PROGRAMS AND RESEARCH

FINDING FUNDING OPPORTUNITIES

- OSPR works with the GSU community to find funding opportunities.
- OSPR distributes information about funding opportunities.
- When a sponsor limits the number of proposals to be submitted per institution, OSPR will work with the faculty to determine which proposal will be submitted to comply with the sponsor's guidelines.

PREPARING PROPOSALS

- Grant writers submitting a Letter of Intent, Pre-Proposal or a White Paper must submit a Notice of Intent form to OSPR if a detailed budget or institutional approval is required.
- OSPR will work with grant writers on developing a budget and will fill out other budget forms as required by the proposal or pre-proposal. Please work with OSPR to develop the budget at least a week prior to the deadline.
- OSPR will review and provide comments to the grant writers on the proposal and other required documents if given at least five business days to review.
- OSPR will work with the grant writer to obtain sub-recipient documentation at the proposal stage. A letter of intent signed by the institution's authorized official, a statement of work, and a budget are generally required.
- Grant writers should ensure that cost share is documented, a source is identified and chair or dean approval is obtained, if necessary.
- OSPR will work with grant writers to complete proposal submission methods, including Grants.gov packages, to ensure that all institutional information is accurate and all required information is provided in the proposal.

SUBMITTING PROPOSALS

- OSPR will submit the proposal to the sponsoring agency unless otherwise agreed upon between the principal investigator/project director and OSPR. No proposal should be submitted on behalf of the university without consent of the OSPR Director.
- The designated authorized signing official for submitting proposals on behalf of the university is Rasha Abed, Director of OSPR. No one else should sign proposals or be listed without authorization from the president of the university.
- OSPR will need a complete and final version of the proposal submitted, if submitted by the principal investigator/project director.
- OSPR will assist with any Certifications and Assurances that are needed.

RECEIVING AWARDS

- If award documents are sent to the grant writer, the complete award document should be forwarded to OSPR.
- The designated authorized signing official for accepting awards on behalf of the university is Rasha Abed, Director of OSPR. No one else should sign awards or be listed without authorization from the president of the university.
- OSPR will review and obtain signatures for award documents.
- OSPR will maintain a copy of all award documents.
- OSPR will work with the principal investigator/project director, Business Office, Human Resources, and Procurement to ensure the award process is smooth and everyone has the information they need.

MANAGING AWARDS

- The principal investigator/project director should complete and submit technical and progress reports to the sponsor in the required format by the due date.
- The Business Office should complete and submit financial reports to the sponsor in the required format by the due date.
- OSPR will assist with the coordination of completing and submitting other reports, as necessary, by the due date.
- OSPR, principal investigator/project director, and other university offices should work together to address issues and maintain compliance with award guidelines.

Want More Information About OSPR?

Rasha Abed, MBA, JD
Director, OSPR
Phone: 708.235.2846
Office Location: G370
rabad2@govst.edu

FeMia Haynes, MS
Assistant Director of
Sponsored Programs and
Research
Phone: 708.235.7317
Office Location: G372
fhaynes3@govst.edu

Anna Bernadska, PhD, CIP
Assistant Director of
Research Compliance
Phone: 708.534.4987
Office Location: G374
abernadska@govst.edu

Denise Jones, MPA, MSMIS
Sponsored Programs
Specialist
Phone: 708.534.4971
Office Location: G375
djones@govst.edu