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?

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Governors State
U N I V E R S I T Y

OFFICE OF SPONSORED PROGRAMS AND RESEARCH

INSTITUTIONAL REVIEW BOARD

- The goal of the IRB is to balance the protection of human subjects with facilitating faculty and student research through information, training, and advice.
- At Governors State University, there is one IRB that reviews primarily social behavioral research.
- The IRB consists of 12 members, including 11 members representing various academic departments and 1 community member.

COMMONLY ASKED QUESTIONS ABOUT IRB

- **What training does the IRB require?** Governors State University uses CITI training platform. All investigators conducting human subjects research are required to take Basic Course in Social Behavioral Research or Biomedical Research.
- **How often does the IRB meet?** The IRB has monthly meetings for full board reviews and reviews exempt and expedited studies on a rolling basis.
- **How long does it take to obtain IRB approval?** The IRB strives to keep the turnaround time for initial exempt and expedited reviews at 7 business days. However, the entire process from submission to approval may take up to 4 weeks, because of the required organizational certifications and possible requests for revisions.
- How to submit an IRB application? IRB applications are submitted through Cayuse, an electronic submission management system for research protocol. Instructions for Cayuse submissions is available on the IRB website www.govst.edu/irb
- **How has COVID-19 affected IRB reviews?** The IRB approves research with virtual recruitment and data collection activities. Modifications must be approved by the IRB. Informed consent templates for online surveys and zoom/telephone interviews are available on the IRB website. These restrictions/processes will be adapted based on guidance from OHRP.
- **Where to find more information about the IRB?** The IRB website www.govst.edu/irb has instructions for Cayuse, consent templates, policies and guidance documents.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

- The IACUC is charged with protecting animals used in research, teaching, and testing.
- At Governors State University, the IACUC reviews research with vertebrate animals. It also conducts inspections of all areas where animals are housed and used, and reviews the institutional policies and procedures for animal use.
- The IACUC has 8 members, including a veterinarian and a community member.

COMMONLY ASKED QUESTIONS ABOUT IACUC

- **What training does the IACUC require?** All investigators conducting animal research are required to take CITI training in protection of lab or wildlife animals. The IRB accepts CITI training completed at a different institution as long as the training covers all required modules and is up to date.
- **How often does the IACUC meet?** The IACUC usually meets twice a year.
- **How long does it take to obtain IACUC approval?** All IACUC reviews are done at IACUC meetings. The review process may take between 4-8 weeks.
- **How to submit an IACUC application?** IACUC applications are submitted through Cayuse. Instructions are available on the IACUC website www.govst.edu/iacuc
- **Where to find more information about the IACUC?** Visit the website www.govst.edu/iacuc

WANT MORE INFORMATION ABOUT IRB AND IACUC?

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