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**Office of Sponsored Programs (OSP)**

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To: SUBR Research Community

From: Norma J. Frank, Ph.D. *NJF*  
Executive Director

Date: April 1, 2025 (Revised)

Subject: **OSP Adherence Policy – Effective July 1, 2023**

In the Office of Sponsored Programs (OSP), we are working hard toward the goal of creating improvements to support grantsmanship for excellence. To achieve this goal, the OSP is enforcing policies for the betterment of the university effective immediately. Please review thoroughly and keep it in an easily accessible location.

## **PRE-AWARD**

**Notice of Intent (NOI):** the official notification to the Office of Sponsored Programs that a Principal Investigator (PI) is planning to submit a proposal to an external agency. A NOI is due to OSP **at least thirty (30) days** prior to the agency's deadline. If the agency has a required NOI form, the PI is required to submit the agency's form in addition to the OSP form. Upon receipt, the OSP Pre-Award Specialist will contact the PI with specific details regarding the proposal review process. Please refer to the pre-award section ([Pre-Award Administration | Southern University and A&M College \(subr.edu\)](http://www.subr.edu/pre-award)) of our website for more information.

**Cayuse:** Cayuse is a cloud-based software suite used to manage various aspects of research administration, including internal proposal routing. Cayuse replaces OSP's Proposal Routing Form and has become the **required** method to internally route proposals from Principal Investigators to OSP and other administrative units. The Office of Sponsored Programs offers training for first-time and frequent users. To register for training, please visit [https://forms.office.com/pages/responsepage.aspx?id=dE0FQsdzD0i1LYZYSbPdG3qVGICx\\_GRKjXijfKYhheZUM0ISVktFTzRHU0dOTINONjhSQUtKVjBMSS4u&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=dE0FQsdzD0i1LYZYSbPdG3qVGICx_GRKjXijfKYhheZUM0ISVktFTzRHU0dOTINONjhSQUtKVjBMSS4u&route=shorturl)

**Proposal Deadlines:** to ensure a quality proposal is submitted on behalf of SUBR, it is imperative that all draft proposals are submitted **at least ten (10) business days** prior to the agency's deadline. Proposals requiring approval from the Budget Officer, Comptroller, and/or Chair of a Risk Committee are due **at least fifteen (15) business days** prior to the agency's deadline.

**Subawards:** a prime awardee is an entity that receives an award from a federal agency. A subrecipient is a non-federal entity that receives a subaward from a pass-through entity/prime awardee to carry out a part of a federal program. In the event, SUBR is the prime awardee of a collaborative proposal, the SUBR PI shall assemble the required documents for each subrecipient and adhere to OSP's **15-day rule**. Please refer to the subaward section ([Subawards/Collaborations | Southern University and A&M College \(subr.edu\)](#)) of our website for additional information.

**Note:** **ALL proposals must be institutionally routed and approved by OSP before submission to an external agency. OSP reserves the right to refuse the acceptance of any proposal that does not meet its requirements.**

## **POST-AWARD**

Upon receipt of an award, the PI and Co-PI(s) assume responsibility for the scientific and technical conduct of a project. **It is his/her duty to read, understand, and comply with all the terms and conditions contained in the award.**

**New Awards:** a new award is the initial notification to OSP that a PI's proposal has been funded. **In the event the award notification is transmitted directly to the PI/Department, it must be forwarded to OSP immediately.** The OSP Post-Award specialist will (1) forward all new awards to the Office of General Counsel for legal review and, in some instances, the Board of Supervisors (2) obtain the signature of Dr. Michael Stubblefield, Vice Chancellor for Research/Authorized Organizational Representative (AOR) or John Pierre, Chancellor, and (3) return the partially executed award to the funding agency.

**PIs are not authorized to sign agreements on behalf of Southern University and A&M College.**

Upon receipt of the fully executed award, the Post-Award Specialist will assist the PI to request an SUBR account number. Please refer to the post-award section ([OSP - Post-Award Administration | Southern University and A&M College \(subr.edu\)](#)) of our website for more information.

To view the Contracts and Agreements Policy issued by the Office of General Counsel, please visit <https://www.subr.edu/assets/subr/OSP/Agreements-and-Contracts-Policy-2.pdf>.

**Rebudgeting:** formal reallocation of funds from one category to another. In addition to the OSP Budget Revision form, a detailed budget justification must be enclosed addressing the following:

1. The reason why the budget revision is needed.
2. Is there a change in the scope of work (change in the original request)?
3. How the budget revision will further the objectives of the project.

**The PI should review the terms and conditions of the award prior to submitting a budget revision to OSP.** If prior approval is required for rebudgeting, a written request must accompany the budget revision and justification. OSP will forward the rebudgeting request to the funding agency for approval.

**Reports:** reporting requirements are stated in the award. PIs **must** adhere to the reporting

requirements and deadlines set by the funding agency. **All reports** are due to OSP upon submission to the funding agency. **Failure to provide OSP with a copy of the reports will result in a delay in the processing of the following: (1) proposals, (2) new awards, (3) budget revisions, and (4) no-cost extensions.**

**Subawards:** the PI shall (1) be in an open line of communication with the subrecipient, (2) review and sign invoices prior to submission to OSP, and (3) enclose backup documentation for every invoice. Failure to do so will result in noncompliance with audit requirements.

**No-Cost Extensions:** a no-cost extension is an action to extend the time authorized to complete a project without any increase in funding. The funding agency may not approve requests that are not submitted in a timely manner or those that have not been adequately justified. **The PI is required to review the terms and conditions of the award regarding no-cost extension requests for specific deadlines.** To request a no-cost extension, the PI must make a formal request by submitting the OSP No-Cost Extension Request form (<https://www.subr.edu/page/5131>.)

**\*The Office of Sponsored Programs offers pre- and post-award orientation to give new and continuing researchers an overview of the entire proposal and award lifecycle.** Please visit our website (<https://www.subr.edu/page/427>) to send a request to our staff.

Our desire is for our researchers to shift their position to soar in the direction of change. Our office will continue to promote an effort of efficiency and effectiveness. It gives the Office of Sponsored Programs great pleasure in serving and assist the SUBR community with its research needs. Please visit our website ([www.subr.edu/osp](http://www.subr.edu/osp)) for more information.

Thank you in advance for your cooperation.