
Grants

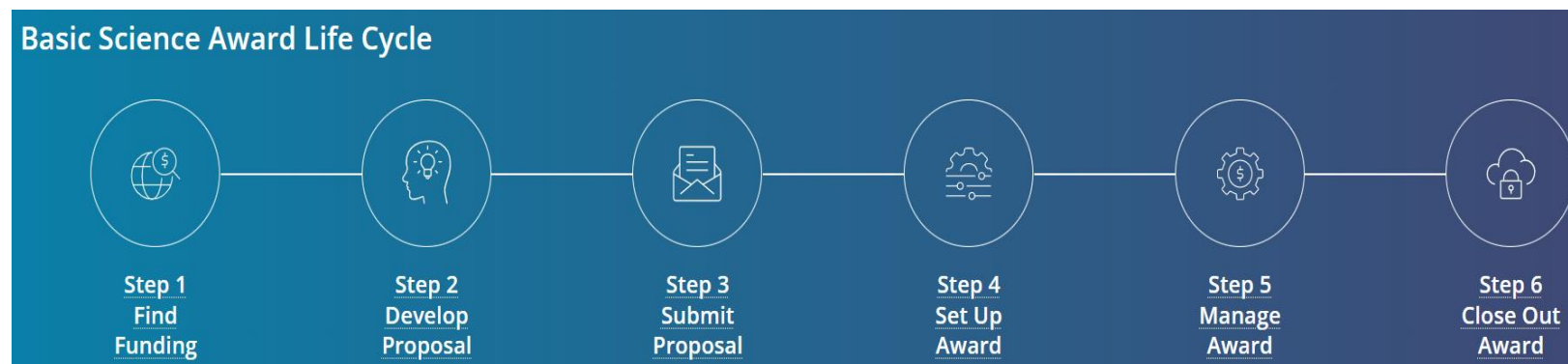
Sponsored Programs Administration

SPONSORED PROGRAMS ADMINISTRATION: THE GATEWAY FOR RESEARCHERS TO SECURE FUNDING AND USE FUNDS APPROPRIATELY

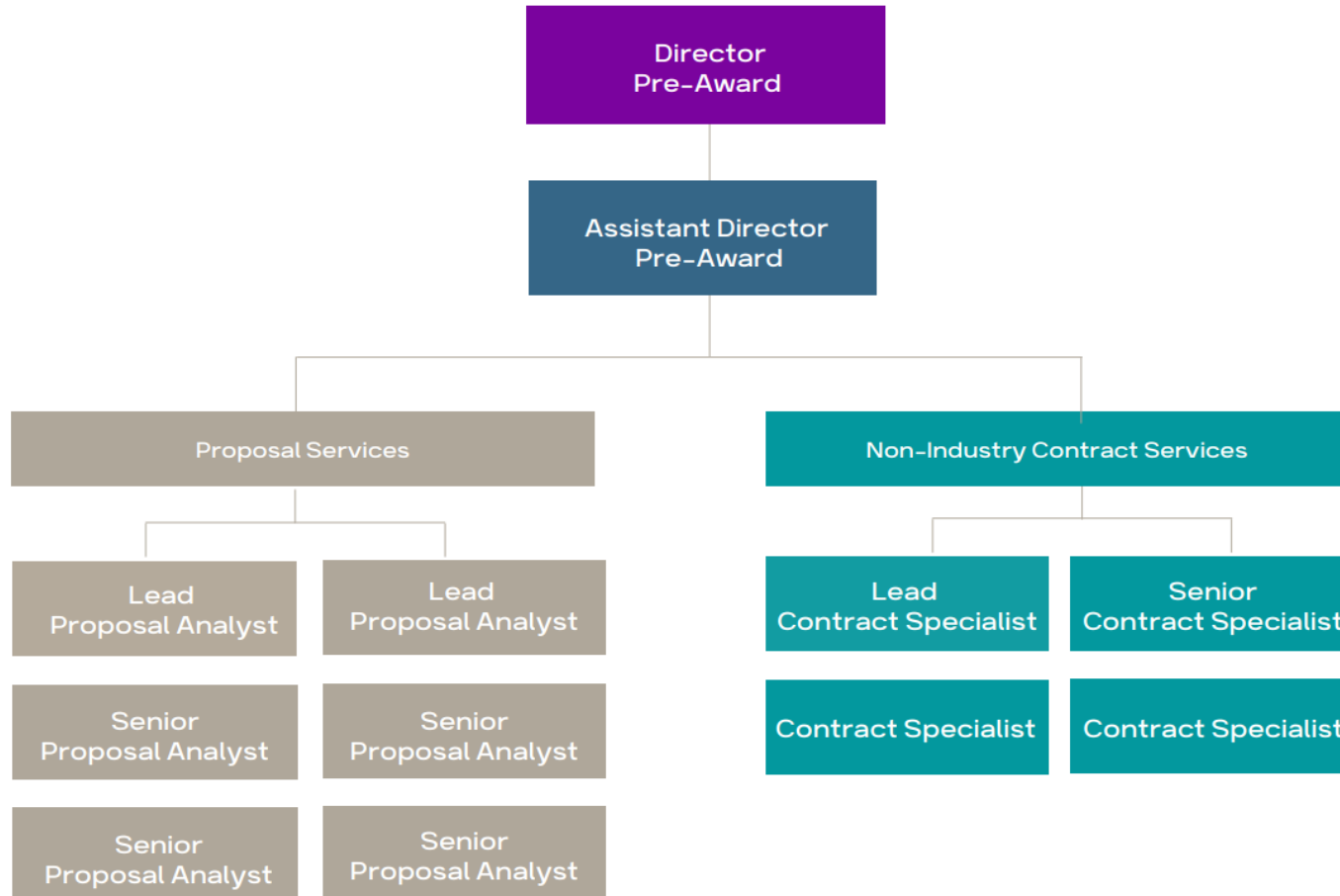


Pre-Award: Pre-Award is composed of two teams; Proposals and Non-Industry Agreements. Pre-Award reviews proposals/agreements, assists with required updates/changes, and submits proposals/agreements to sponsors for funding.

Post-Award: Post Award is composed of several teams: Award Setup, Award Maintenance, Revenue Cycle, SPA Cash Management, Financial Reporting and Award Close-Out. Post Award manages the financial aspect of research funding from making funds available to spend, performing billing & invoicing functions, completing award modifications, submitting financial reports and closing out projects in compliance with regulatory requirements.



SPONSORED PROGRAMS ADMINISTRATION: PRE-AWARD



The Pre-Award stage refers to identification of a funding opportunity, development of a proposal, and submission of the proposal to the sponsor for review.

Proposal Services

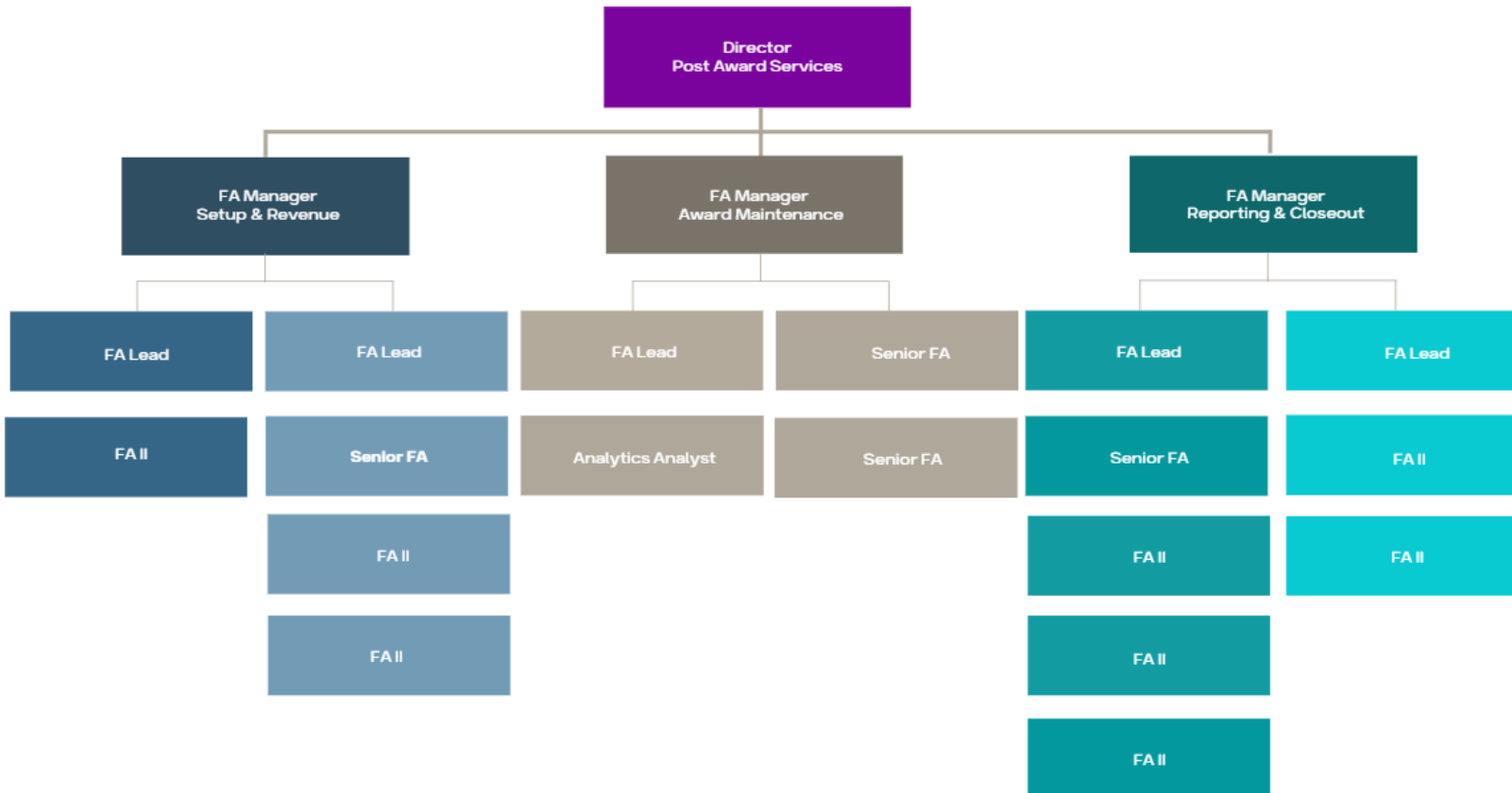
- ✓ Meets crucial review deadlines for proposal submission of all award types
- ✓ Reviews and uploads documentation for JIT requests

Non-Industry Contract Services

- ✓ Negotiates terms and conditions with the sponsor
- ✓ Assists with full-execution of flow through and subaward agreements
- ✓ Ensure programmatic success and adherence to Uniform Guidance

SPONSORED PROGRAMS ADMINISTRATION: POST-AWARD

The Post-Award stage encompasses grants management activities after an award is received.



Award Setup

- ✓ Manages award intake function

Award Maintenance

- ✓ Award intake & availability of funds

Revenue Cycle

- ✓ Billing & Invoicing

Cash Management

- ✓ Identifies sponsor payments
- ✓ Applies payments received for clinical research studies

Financial Reporting & Closeout

- ✓ Prepares and submits financial reports
- ✓ Performs closeout procedures for project and associated chart of account.

SPONSORED PROGRAMS ADMINISTRATION: EDUCATION AND TRAINING



Sponsored Programs

[Link to SPA Education Webpage](#)

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- Basic Science Researchers
- Basic Support Staff
- Clinical Researchers
- Clinical Researchers Support Staff

Education & Training

Summary

We offer comprehensive training modules to help you through the award life cycle process. **All training courses are available in Taleo Learn. Type SPA in the search menu to view a list of existing training.**

Clinical Research Modules

- Proposal Submission and Pre-Award Overview
- Non-Industry Agreements Overview
- NIH Essentials
- CPRIT Essentials
- Welch Essentials
- DOD Essentials
- Award Acceptance Overview
- Award Maintenance Overview
- Introduction to Revenue Cycle and Cash Management
- Financial Reporting and Award Closeout Overview
- Salary & Wage Confirmation Overview
- NIH Training Grants Overview
- eGrants Proposal Submission for Non-Grants.gov Applications
- eGrants Proposal Submission for Grants.gov Applications
- Flow Through Proposal Submission Process
- Updated Process of Flow Through Awards without Automatic Carryforward