

Office of Sponsored Programs (OSP) FAQs and Metrics

How is OSP organized?

The Office of Sponsored Programs is split into two groups, the Proposal Group and the Contract Group. The Proposal Group assists with proposal review and submission, and the Contract Group reviews, negotiates, and accepts the terms of awards. Both the Proposal Group and the Contract Group are split into two teams, with each team assigned to a list of colleges. The assignment of colleges to teams, as well as the team contact information is located here:

<https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA3ADEA>.

What is the preferred way to contact OSP?

The best option is to send an e-mail to your assigned proposal or contract team. We recommend using the team email addresses assigned to your college rather than emailing a specific OSP staff member. This will allow us to provide coverage, if necessary, when staff are not readily available. That being said, OSP is also happy to take your phone calls and encourages you to call your team contact if that is your preferred method of communication. A list of OSP contacts by college is located here:

<https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA3ADAA>.

What else do I need to know to effectively deal with OSP?

OSP is committed to facilitating the pre-award process for scholarly research. The following was put together to help you understand how OSP is structured and to provide some best practices when working with our office.

OSP Proposal Teams

How are budgets/proposals assigned to staff?

There are two Proposal Teams in the Office of Sponsored Programs (OSP). Your proposal will be assigned to one of the teams based on your academic unit and a specific staff member will be designated as the lead contact for your proposal.

How soon will Proposal Teams respond to budgets/proposals with comments?

The typical response time is within two business days. If it is expected to be longer, someone from the proposal team will contact the department/college to inform them of the status.

How can I help to avoid delays in OSP proposal processing time?

- Follow the [OSP Proposal Preparation Guide](#)
- Work with Department/College administrators and OSP early in the process
- Follow the OSP [deadline policy](#)
- Read the solicitation closely and address any special requirements
- Become familiar with agency-specific rules, e.g. National Institutes of Health (NIH) salary cap and National Science Foundation (NSF) 2-month effort limitation
- Double check formulas in your budget for accuracy
- Prepare the necessary forms
- If submitting a Public Health Service (PHS) or NSF proposal, ensure investigators have certified their Annual [Financial Conflict of Interest Disclosure](#) prior to submission
- Confirm the eTransmittal has been approved up to OSP's level of approval
- If the proposal includes subcontracts, ensure you have received the signed Subcontract Commitment Form for each subcontractor

Common situations that may require additional time for budget review and/or proposal submission:

- Late submissions (non-compliant with the OSP [deadline policy](#))
- Complex budgets
- OSP received multiple budgets for the same deadline
- Budgets with subcontractors
- Budgets with international travel
- Formula errors in Excel spreadsheets
- Multiple proposal deadlines falling during the same timeframe
- No accompanying eTransmittal or the eTransmittal is not fully routed
- Award without discussion solicitations
- Solicitations containing contractual language
- Solicitations requiring numerous certifications and representations

OSP Contract Team FAQs

How are awards assigned to the staff?

Each college is assigned to one of two contract teams in the Office of Sponsored Programs (OSP). The Contract Team manager assigns awards to a staff member based on the complexity of the award, and the availability of staff, usually within one business day of receipt of the award.

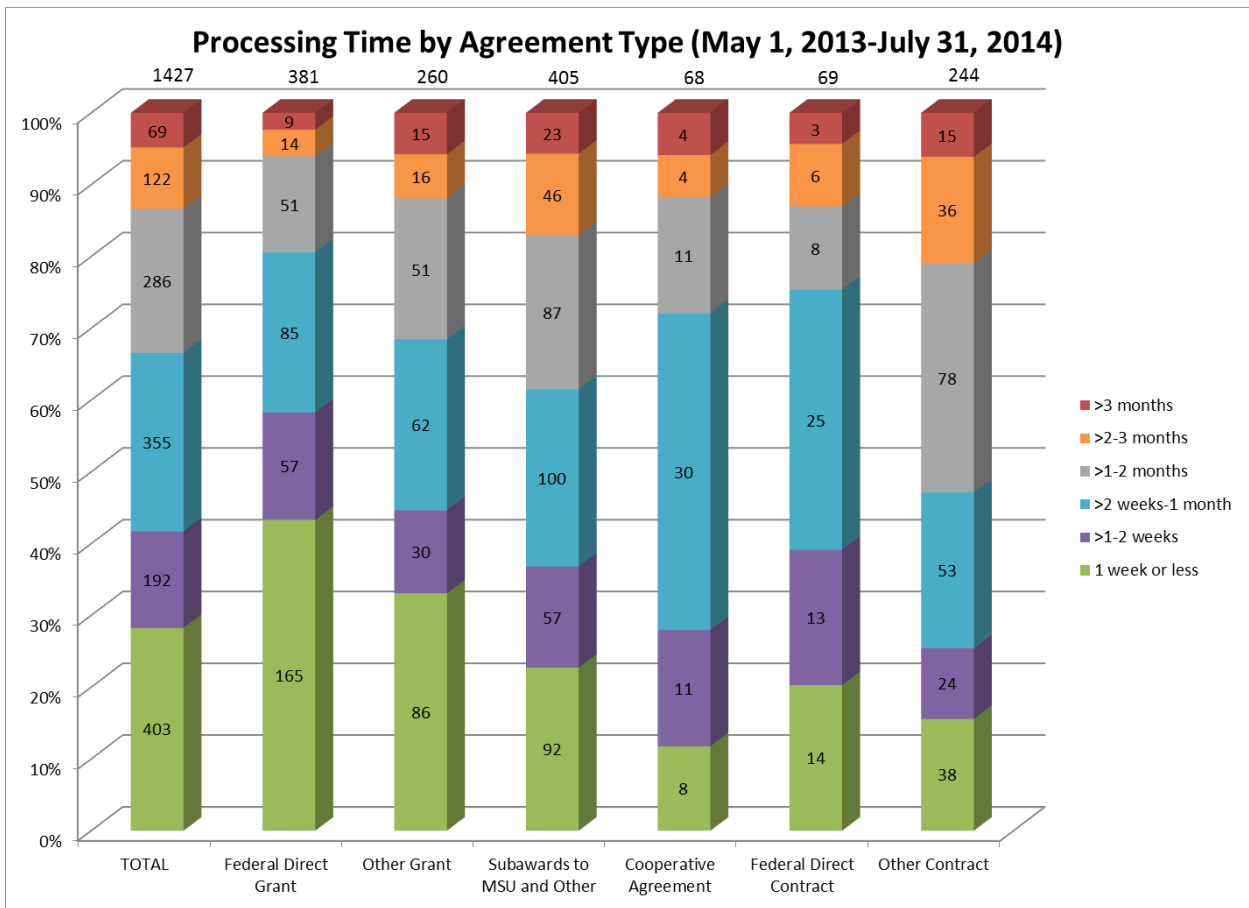
How often do the Teams follow up with outstanding items?

Normally twice a month

What is involved in processing awards and how much time does it take for review?

To process awards, the staff must gather necessary compliance documents from other units on campus and negotiate terms with the sponsors. The time spent to process each individual award varies according to award type.

The chart below shows processing time for 1,427 awards from May 1, 2013 to July 31, 2014. Overall, about 67% of all awards were processed within one month.



OSP reviewed a sample of agreements that took longer than one month and found that delays were attributed largely to regulatory compliance issues, obtaining revised budget and/or eTransmittals, and sponsor delays

After assessing the total processing time of a sample of awards, it was found that awards were with OSP approximately 30% of the time and with other entities (e.g. departments/colleges, compliance offices, sponsor, etc.) 70% of the time.

How can I help to avoid delays in OSP award processing time?

- Follow the procedures previously outlined to avoid delays in OSP proposal processing
- Forward award documents to OSP (or Business Connect when industry only) immediately upon receipt
- If the amount awarded differs from the amount requested in the proposal, you may need to prepare a revised budget to match the award amount. Keep in mind, a revised eTransmittal may need to be routed and approved if the difference in the awarded budget is significant.
- Ascertain that all required approvals are in place, such as eTransmittal, Internal Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Conflict of Interest (COI), Export Control, University Research Organization (URO) letter, and/or the confirmation that a rated order award is acceptable.
- Please do not try and negotiate contractual terms with a sponsor. This often causes confusion and can create delays.
- Communicate with OSP in a timely manner.

Contractual language and related issues that may extend negotiations and delay signature include but are not limited to the following:

- Publication/Dissemination Restrictions
- Intellectual Property Ownership Rights
- Export Controls and Related Restrictions
- Participation Restrictions
- Non-Compete Clauses
- Governing Law
- Payment Terms
- Approval of Deliverables

Acronyms:

COI – [Conflict of Interest](#)

PHS – Public Health Service

NSF – National Science Foundation

IRB – Institutional Review Board([Human Research Protection Program](#))

IACUC – [Institutional Animal Care and Use Committee](#)

URO – [University Research Organization](#)

NOTE:

In FY 2014 OSP began using a new tool called the Activity Log, which captures valuable metric data for the office. As OSP begins to collect information through the Activity Log additional metric information will be provided to campus.