Office of Research and Sponsored Programs Authority to Submit Proposals for External Funding of Research and Other Scholarly Activities

Summary/Purpose: Proposals for sponsored programs are handled by the Office of Research and Sponsored Programs; includes definition of a grant or contract, as distinct from a gift.

Sponsored programs (defined as grants and contracts) are projects supported by non-university (external) funds that are awarded as a result of an application submitted to a potential sponsor by the University on behalf of a faculty or staff member. Sponsored programs typically include one or more of the following: formal sponsor application guidelines; restrictions on the use of funds; a specific and limited program period; specified performance or outcomes; specified use of program outcomes or data; required fiscal and/or programmatic reports.

All applications and proposals for all sponsored programs at the University must be coordinated through the Office of Research and Sponsored Programs (ORSP) and submitted by the University on behalf of university employees.

If funding is designated by an individual or organization (donor) as a gift, and no financial or programmatic reports are required by the donor, the Office of University Development is responsible for the activity. Any request for donations or gifts from an outside donor should be coordinated through the Office of University Development. In addition, faculty and staff who have identified a private, corporate, or other foundation to which they plan to apply for a grant or contract should notify the Office of University Development of their intent.