Title: What Really Happens Behind the Door of Your Pre-award Satellite?
Presenter: Paula Teel

Paula’s presentation short version:

MISSION:

The Office of Sponsored Program Administration enhances and facilitates the University’s scholarly activity and external funding by providing service to all persons involved with externally sponsored programs in a timely and professional manner and by protecting the University’s investments in scholarly activity.

OSPA has four satellites that process proposals, negotiate/finalize awards, answer questions, and advise the grant community.

Agriculture & Biological Sciences
Engineering & Physical Sciences
Behavioral Sciences & Arts/Letters
Health Sciences (includes Clinical Trials)

Prioritizing The Work Load

A. Proposals are processed according to:

1. Sponsor Deadline
   a. Time/date received in OSPA
2. Self-imposed
   a. Time/date received in OSPA

B. Fully Executed Awards are processed:

1. Awards requiring new account setup
   a. Time/date received in OSPA
2. Continuation awards not requiring new account setup
   a. Time/date received in OSPA

C. Review and Negotiations of Awards

What happens to the proposal package?
• Proposals are reviewed for compliance with University and sponsor requirements.
• Signed as required and submitted.

What happens when an award is received?
• Sent to Principal Investigator for review.
• reviewed by Grants and Contracts Administrator for compliance with University policies and procedures.
• Sent to General Counsel and Office of Technology for official review.
• Negotiated with sponsor as applicable.
• Final review and approval by General Counsel.

When can the project start?
• Receive fully executed award and forward copy to PI for approval and confirmation of chart fields.
• Create award in PeopleSoft
• Set up chart fields.
• Created Grant Award Summary and forward to appropriate persons.
• Turn files over to OSPA accountant assigned to sponsor.

Assistance?

• Email/Call your Grants & Contracts Administrator

• OSPA website: http://www.research.missouri.edu/ospa/index.htm