

OSPR Services for Funded Grant Proposals

Once a grant proposal is funded, the Office of Sponsored Programs and Research (OSPR) will work closely with the Project Director (PD)/Principal Investigator (PI) to ensure all conditions of the funding are met.

As applicable, the OSPR will provide the following services related to managing a funded grant:

- A. The OSPR will assist with hiring Stevenson University students to work on the funded project. The Assistant Director of the OSPR will work directly with the PD/PI to recruit and monitor students and will serve as Supervisor to approve student payroll.
- B. The OSPR will assist in purchasing and tracking all expenses including, but not limited to: chemicals, biological specimens, equipment, subscriptions, office supplies, and travel costs. The OSPR will also work closely with the Director of Laboratory Services or other relevant staff member to ensure that expenses are properly coded.
- C. The Assistant Director of OSPR will monitor the ongoing budget and send reminders to make certain the budget stays on track throughout the funding period.
- D. To ensure reports are filed by their published deadlines, the OSPR will provide guidance on an individual basis, including issuing reminders of deadlines and assistance with reviewing/editing drafts of reports and submissions if needed.

Note: Effort reports will be tracked through the Business Office.

If you have questions about Stevenson University's grant management process, please do not hesitate to contact Rebecca Van Horn, Assistant Director, in the Office of Sponsored Programs and Research at rvanhorn@stevenson.edu or ext. 2591.