

ORSP RESPONSIBILITIES

Mission:

Provide support for UAMS faculty in the acquisition, performance and administration of projects and programs funded by extramural sources.

- Review and approve all proposals sent to sponsors to ensure compliance.
- Negotiate the terms and conditions of all awards with primary focus on protecting the rights of the investigator and the University.
- Serve as primary liaison between the investigator and the sponsor regarding budgetary and administrative issues.
- Draft and negotiate subcontracts to other universities and entities.
- Sign and submit grants electronically through Grants.gov and similar sites.

What ORSP Reviews:

- Compliance with funding agency guidelines and instructions
- Budget computed correctly
- Indirect Costs
- Appearance and format of application
- Eligibility criteria
- Compliance checklist – Humans, Animals, rDNA, Biosafety, Radiation Safety, COI
- Space and Facilities
- Cost Share
- Other Support
- Time and Effort

Communications:

Maintain communication with the COPH Pre-Award Grants Administrator throughout the pre-award process. Alert the COPH Pre-Awards Grants Administrator of any direct contact from PI's and refer PI's back to COPH on matters that should be handled at the college level. Copy the COPH on any relevant correspondence related to the grant.