



## **OP 70.01: SPONSORED PROJECTS**

### **PURPOSE:**

The purpose of this policy and procedure is to provide for effective and efficient processing of all proposals and awards for funding from external sponsors.

### **POLICY:**

The policy of Mississippi State University is that all proposals and awards for funding from external sponsors shall be processed through the Office of Sponsored Projects (OSP) unit of the Office of Research and Economic Development. This includes funding from external sponsors for all research, service, and instructional activities.

### **PROCEDURE:**

The originator of the proposal shall prepare an Internal Approval Sheet (IAS) and obtain the approval signatures of the Department Head and the Dean/Director of the appropriate unit(s). In order to allow sufficient review and adequate time for submission to the external sponsor, a final copy of the proposal and a completed IAS should be received by OSP a minimum of three working days prior to the deadline receipt date for the proposal. Proposals not received by this date are at risk of not receiving adequate review prior to submission, of not meeting the sponsor deadline, or of needing to be withdrawn after submission.

OSP personnel will review the proposal budget for accuracy and completeness and will prepare the required certifications and representations. They will obtain the necessary internal reviews (legal, human subjects, animal welfare, biohazards, radiological safety, intellectual property, conflict of interest, etc.) and will ensure that the proposal is consistent with university policies and state and federal regulations. Each proposal must be signed by appropriate reviewers before transmittal. The OSP office will prepare an appropriate letter of transmittal, make the required number of copies, and forward them to the sponsoring agency. They also will carry out all necessary reporting to the University President, the Board of Trustees, and others.

Principal Investigators are advised that if contacted by the sponsoring agency, they are to discuss only technical or programmatic aspects of the proposed project. All negotiations relating to contractual and financial aspects of the program will be carried out by OSP personnel. Upon receipt of an award, OSP personnel will review the documents, negotiate any contractual changes on behalf of the university, and obtain the appropriate signatures.

### **REVIEW:**

This operating policy will be reviewed every four years or as needed by the Director, MSU Office of Sponsored Projects, the Vice President for Research and Economic Development, and the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine.

**REVIEWED BY:**

/s/ Kevin Enroth  
Director of Sponsored Projects

09/21/2018  
Date

/s/ David R. Shaw  
Vice President for Research &  
Economic Development

09/17/2018  
Date

/s/ Gregory A. Bohach  
Vice President for Agriculture, Forestry &  
Veterinary Medicine

09/28/2018  
Date

/s/ Joan Lucas  
General Counsel

10/17/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research & Effectiveness

10/18/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

10/22/2018