



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.

In support of federally sponsored projects, Mississippi State University is a member of the Federal Demonstration Partnership (FDP). The FDP is a cooperative effort between federal agencies and institutional recipients of federal funds whose purpose is to streamline administrative procedures and to reduce the administrative burdens associated with research grants and contracts. Management of MSU's membership, including funding for participation and selection of delegates will be the responsibility of the Office of Research and Economic Development.

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 must be received in the OSP Request Portal and designated as final by the approving unit a minimum of three working days prior to the deadline receipt date for the proposal. Proposals not received in final form by this date will not be accepted or submitted without written authorization from the Office of the VP for Research and Economic Development. The final copy includes a completed IAS, budget, budget justification, project narrative, and any other certifications or documents required for 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

01/30/2020

/s/Julie Jordan
Interim Vice President for Research &
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01/30/2020

/s/ Reuben Moore
Interim Vice President for Agriculture, Forestry &
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01/30/2020

/s/Joan Lucas
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/s/ Timothy N. Chamblee
Assistant Vice President and Director
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01/31/2020

APPROVED:

/s/ Mark Keenum
President

01/31/2020