



The Office of Sponsored Research and Programs: An Overview

The Office of Sponsored Research and Programs is authorized to assist potential investigators in the preparation and submission of research/training or other sponsored projects to state, federal and private agencies, and to facilitate the administration of funded projects. Structured under the Office of the Dean of Research and Graduate Studies, the Office of Sponsored Research and Programs is the centralized administrative unit designed to provide support to project faculty in both preaward and postaward administration activities.

The basic role of the Office of Sponsored Research and Programs is to serve as the primary support organization for sponsored programs at Southeastern Louisiana University. As such, members of the staff work closely with the Office of Academic Affairs on academic matters dealing with sponsored programs as well as with the Office of the Controller on fiscal matters.

All sponsored programs related federal, state, and private awards administered by the University represent obligations of the University and, as such, are to be approved on behalf of the University through the Office of Sponsored Research and Programs, the authorizing official for the University.

Mission Statement

The Office of Sponsored Research and Programs works with faculty, staff, and students to promote externally funded research, instruction, public service, academic and institutional support, and scholarship/fellowship projects at Southeastern Louisiana University. External funding supports strategic priorities of Vision 2010 Mission and enhances the educational, economic, and cultural development of southeast Louisiana.

"Going For the Gold and Getting the Green" OSRP Departmental Lunch and Learn Workshop Series

The Office of Sponsored Research and Programs (OSRP) will host *Proposal Processing from A-Z*, mini-workshops for departmental faculty and support staff. Commencing Spring 2010, the OSRP will conduct a series of departmental mini-workshops to assist all interested departmental personnel in understanding proposal processing and award management. The mini-workshops will cover topics ranging from agency pre-award guidelines, budget construction/revision, to project closeout. Other topics will be discussed as dictated by the department's needs and the attendees.

The mini-workshops can be scheduled between the hours of 11:00 a.m. to 1:00 p.m. and will be held in the respective departments. Attendees should bring their lunch and soft drinks will be provided. Other times convenient for a department can also be accommodated.

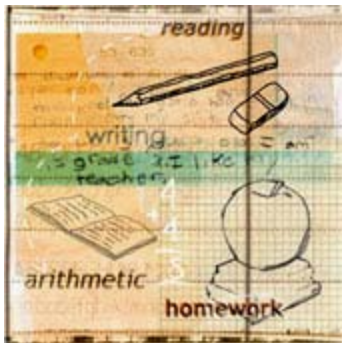
Contact the OSRP on 549.5312 or via email at orsc@selu.edu to reserve a date for your department. Hurry!!! Dates are going fast!!!

OSRP Checkout Procedures

To aide the OSRP in the university check out process, persons severing ties with the university who have conducted sponsored projects should assure that all award requirements have been met, prior to departure. As applicable, the following documents should be provided to the OSRP.

- Progress, technical and/or final reports;
- Subcontract status; and
- Project transfer and/or change of Principal Investigator approval.

SEARCH WITH EASE ... VISIT OSRPs' WEBPAGE



In 2009, the Office of Sponsored Research and Programs (OSRP) began listing funding opportunities on its webpage via the Southeastern Louisiana University website. These funding opportunities are categorized by colleges and are updated on a weekly basis.

It is OSRPs' goal to remove any barrier, within our jurisdiction, that from a researcher's perspective may hinder his or her ability to focus solely on proposal writing and submission. The OSRP searches extensively to locate opportunities for nearly all disciplines within a college. By placing categorized funding opportunities at the researcher's fingertips, will allow the researcher to dedicate the majority of his/her time to writing a quality proposal.

Additionally, we encourage all researchers to join the LaGENIUS/LaSMARTS database service. This service will provide funding notices in the researcher's specific area of expertise, which are sent to his or her designated email address.

We look forward to working with the Southeastern faculty and staff.

Happy Searching!!!

<http://www.selu.edu/admin/osrp/>

Pre to Post Award Tips

- Submit the sponsoring agency's proposal guidelines with all proposals;
- Obtain Institutional Research and Oversight Committee approval prior to submitting your proposal to the OSRP (if applicable);
- Submit documentation if an agency limits or prohibits indirect costs;
- Include a Southeastern Budget Unit number for all proposed university cost sharing;
- Include a letter of commitment for all proposed third party cost sharing;
- Include a statement of work, budget/budget justification, applicable rate agreements, and letter of support for any proposed subcontract;
- Prepare project personnel paperwork as soon as you receive your award's budget unit number;
- Purchase agency approved equipment as soon as you receive your award's budget unit number;
- Document the source and amount of agency approved matching funds as required in the award document;
- Maintain supporting documents for cost-sharing commitments;
- Record time and effort accurately and make sure the commitment is met prior to the expiration of the award;
- Spend/encumber funds timely and before the award's expiration date;
- Contact the OSRP to discuss any proposed changes to the award (extension request, new line item, scope of work, etc.);
- Submit all award related budget adjustment forms to OSRP before submitting to Grants Accounting;
- Submit all program/technical reports to the OSRP accurately and on time and
- Monitor your budget regularly.

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NEW TRAVEL REGULATIONS

As of December 21, 2009, mileage is reimbursed at the new state rate of \$0.48/mile. For official state business travel, employees may utilize a state vehicle when available, may rent a vehicle under the Enterprise Rent-A-Car's State Motor Pool Rental Contract; or may use their personal vehicle, with reimbursement not to exceed a maximum of 99 miles. Please contact Southeastern's travel office for other changes in state travel.