

Your Partner in Research Funding

Office of Contracts & Grants

The Office of Contracts and Grants (OCG) works in partnership with CU Boulder's faculty and staff to prepare and submit proposals, including budgets, for external research and services funding and is the University's authorized representative to negotiate and accept sponsored project agreements on behalf of the Regents. OCG provides research administration expertise and support, including navigating compliance requirements and systems throughout the life of an award, issues subawards, and ensures final project closeout.

How we help you

Teams within our office are organized to provide guidance and expertise to help you manage sponsored projects from the beginning, or 'pre-award,' stage of a project throughout the life of an award, also referred to as 'post-award' activity, and finally through termination, or closeout, of an award.

- **Proposal Development:**

OCG Proposal Development Team reviews and approves all proposals, including budgets and then submit sponsored project proposals on behalf of the university. Documents are required at least 5 business days in advance of the filing deadline.

- **Award Management:**

OCG Grant and Contract Teams review, negotiate, and accept all incoming award agreements and assist with overall award management, including approving and processing modifications and revisions. This includes research and services agreements, including confidentiality, data transfer and use and material transfer agreements.

Note: Financial management is handled by the Campus Controller's Office, not OCG.

- **Outgoing Subcontracts:**

OCG's Subcontract Team prepares and issues outgoing subawards and subcontracts to external collaborators, both nationally and internationally, to achieve specific research goals.

- **Property and Reporting:**

OCG's Compliance Team provides guidance and expertise in regulatory requirements related to funded research with particular focus on property and reporting.

- **Award Closeout:**

OCG is responsible for ensuring that non-financial requirements set forth in the Terms and Conditions of an award are completed to formally close an award. Financial closeout of an award is managed by the Campus Controller's Office.

Get started today with tools and resources from OCG

Visit www.colorado.edu/ocg/principal-investigator-resources



Locate Your Proposal Analyst and Grant/Contract Officer

www.colorado.edu/ocg/directory

Resources

www.colorado.edu/ocg

Contact Us

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Office of Contracts and Grants
UNIVERSITY OF COLORADO **BOULDER**

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University of Colorado **Boulder**

Faculty Top 8 Quick Guide

for Sponsored Projects and Research



Signing Authority

OCG is the University's authorized representative to submit, negotiate and accept sponsored project and service agreements, non-disclosure agreements and material transfer agreements on behalf of the Regents. All proposals submitted and awards received go through OCG.



Proposal Submission Request Form (PSR)

Submitting the PSR Form, budget and budget justification to your OCG Proposal Analyst is the first step to setting up your proposal for submission. Proposal Analysts are assigned by department and can be found in the OCG Directory.



5 Business Days

OCG's deadline for reviewing the PSR form, budget and final proposal is five (5) full business days before the sponsor's deadline date and time. This allows for comprehensive review and timely submission.



Compliance Verifications

Prior to proposal submission, OCG Proposal Analysts verify with PIs on a broad range of research compliance areas including conflict of interest (CU Boulder's DEPA form), export control, animal care and use (IACUC), human subjects (IRB), IT and research security, and others. DEPA for current calendar year must be on file and reviewed to access award funds.



Outgoing Subcontracts

When an award includes an outgoing subcontract, our OCG Subcontract Officers will work with the PI and subcontractor to review, negotiate and execute the outgoing subcontract.



Non-Financial Award Management

OCG's Grant, Contract and Compliance Teams are here to assist you with award modifications, sponsor approval requests, extensions, property and equipment, travel, and reporting.



Financial Award Management

The Campus Controller's Office oversees financial administration of sponsored research for CU Boulder, directly managing accounts for Restricted Funds 30, 31 and 33.



Your Partner in Sponsored Research Funding

OCG's professional research administration staff is here to support and provide expertise to CU Boulder's faculty and staff in navigating the complex sponsored research environment.

