

# 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.



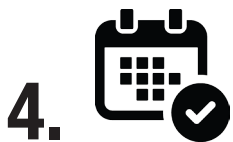
### **Proposal Submission Request Form (PSR)**

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 (DEPA), export control, animal care and use (IACUC), human subjects (IRB), and others.



### **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 Officers are here to assist you with award modifications, sponsor approval requests, extensions, property and equipment, travel, and reporting.



### **Financial Award Management**

Sponsored Projects Accounting (SPA) reports to the Campus Controller's Office and oversees financial administration of sponsored research for CU Boulder, directly managing accounts for Restricted Funds 30 and 31.



### **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.

