OFFICE OF SPONSORED PROGRAMS (OSP)
Main Hall, Room 301
http://www.uccs.edu/osp
719-255-3321 (x3321 on campus)

ABOUT US

Q. What does the Office of Sponsored Programs (OSP) do?
A. OSP supports the University community in its pursuit and management of externally sponsored projects. OSP is the key point of contact for 1) pre-award and non-financial post-award administration of sponsored programs and 2) research and regulatory compliance.

Q. Who is OSP?
A. Gwen Gennaro                      Mike Sanderson
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ABOUT SPONSORED PROGRAMS

Q. Why should I seek external funding?
A. Receiving external funding provides an opportunity to fund the research and scholarly activities you want to pursue. Depending on your department/college, the project and sponsor, funds may be used for course off-load(s), your summer salary, travel to conferences, support of undergraduate and graduate students. Most colleges are also using external funding as an increasingly important metric to help measure research productivity along with all of the other measures of research accomplishments.

Q. For what kinds of projects is funding available?
A. Almost anything! There are funding opportunities available for research, curriculum development, training, travel and conferences, to name a few.

Q. How do I find funding opportunities?
A. OSP’s website (http://www.uccs.edu/osp/) has a Finding Funding page with links to funding sources. The following resources and opportunities are also available:
Funding Opportunity Emails
OSP emails funding opportunity announcements to faculty and staff as they become aware of programs.

Grants Resource Center (GRC)
OSP has a membership to the Grants Resource Center, which offers several resources. To search for funding opportunities, go to: http://www.aascu.org/grc/. Contact OSP for the UCCS Username and Password. In addition to conducting your own searches, GRC will perform project specific searches. You may also sign up for funding alerts, distributed on a monthly basis, targeted to your specific interests. Contact OSP to request a search or enroll for funding alerts.

Committee on Research and Creative Works (CRCW)
The CRCW encourages and promotes research and creative work among all faculty, and in every program area. The committee has representation from the various schools/colleges, and several campus interest areas. It is responsible for distributing internal research funds to support faculty development, assist untenured faculty in the quest for tenure, and provide "seed money" to enable faculty to secure external funds.

PROPOSALS

Q. What if I find a funding opportunity?
A. Contact OSP right away for help with the proposal process, budgeting, compliance, and other elements required for your project.

Q. Am I eligible to submit a proposal?
A. According to University policy, individuals holding tenured and tenure-track faculty positions or having the title of Director, Research Associate, Senior Research Associate, Assistant Research Professor, Associate Research Professor, or Research Professor at the University of Colorado Colorado Springs are eligible to serve as Principal Investigator. Furthermore, the individual is to have the necessary experience and independence to apply for and conduct his/her own program. Other individuals may be approved by a Vice Chancellor to serve as the Principal Investigator.

Q. How do I write a proposal?
A. OSP offers a number of short sessions during the Academic Year to help Principal Investigators (PIs) learn to write, submit, and manage successful grants. In addition, a Summer Grants Writing Workshop is held each year (announced in the spring). The OSP website also contains the PI Handbook, which describes the components of a typical proposal.

Q. What are Facilities and Administrative (Indirect) Costs?
A. F&A or Indirect Costs are those expenses that cannot be directly charged to a grant, such as electricity, telephone, postage and normal administrative costs. UCCS has a federally negotiated F&A rate of 35.1% on all sponsored projects conducted on campus. Contact OSP for additional information.

Q. What if the sponsor limits or doesn’t pay F&A?
A. No problem, as long as the sponsor has a policy that applies to all recipients.

Q. Is there someone in my college to help me?
A. Yes. Each college and some departments have a designated Sponsored Programs Administrator who can help. Contact your Administrator to see what assistance they can provide. Contact OSP to find out who your Administrator is.

AWARDS

Q. Am I authorized to sign a proposal, grant or contract, memorandum of understanding?
A. No employee is authorized to sign a contract or agreement that purports to bind the University of Colorado unless that employee has official written delegated authority from their appointing authority to do so. Employees should not sign a contract or agreement on behalf of CU unless they are certain they have the proper authority to execute the document (University of Colorado Standards of Conduct). When you have a document that needs to be signed, contact OSP.

Q. Who does the accounting?
A. As the PI, you are responsible for the day-to-day management of your project, including financial aspects, such as processing expenditures and ensuring costs charged are appropriate. See the policy on Roles & Responsibilities for Sponsored Programs Administration under the Office of Research policy section of the Vice Chancellor for Administration and Finance web page (http://www.uccs.edu/~vcaf/). Sponsored Programs Accounting (SPA) prepares financial reporting and receivables. Contact Brad Bailey at 255-3397 or Carolyn Rupp at 255-3310 for further assistance.

RESEARCH COMPLIANCE

HUMAN SUBJECTS

Q. What is the Institutional Review Board?
A. The IRB reviews all research involving human subjects, which is funded or unfunded, sponsored or not sponsored, and carried out by UCCS students, faculty, or other University employees, on or off campus, as part of their University activities.

Q. How is “research” defined?
A. Federal regulations define research as a systematic investigation (i.e., the gathering and analysis of information; including research development, testing and evaluation) designed to develop or contribute to generalizable knowledge. While we often think of research with human subjects in terms of clinical trials or psychological evaluations, research encompasses program evaluations, questionnaires and even the anonymous review of existing records.

Q. Do I determine whether or not my project requires IRB review?
A. No. Only the IRB or designee has the authority to determine if your project requires review.

Q. Do I have to have training before I work with human subjects?
A. Yes. All investigators and personnel, as well as faculty advisors are required to complete training before protocols are reviewed. Contact OSP for help accessing IRB training.

Q. Who shall I contact about my IRB questions?
A. Contact the IRB at 255-3903 or via email irb@uccs.edu. You may also contact OSP for assistance.

**EXPORT CONTROLS**

Q. Do I need to be concerned about export control laws and regulations?
A. Yes, the University of Colorado Colorado Springs is committed to complying with all applicable United States export-control laws and regulations. It is each employee’s responsibility to understand or seek guidance on any export control requirements related to his or her work and to ensure that no exports are made contrary to those requirements. Contact OSP and check the OSP website: [http://www.uccs.edu/~osp/compliance/](http://www.uccs.edu/~osp/compliance/) for assistance.

**OTHER RESEARCH COMPLIANCE**

Q. What other research compliance concerns should I be aware of at
UCCS?

A. There are a number of other compliance requirements to consider, whether you have a sponsored program or not. In addition to IRB approval for human subject research, you must have approval from the Institutional Animal Care and Use Committee (IACUC) prior to conducting research with animals. Likewise, the Institutional Biosafety Committee (IBC) reviews all research with hazardous chemicals and agents. More information on research compliance is available at: http://www.uccs.edu/~osp/compliance/

INTELLECTUAL PROPERTY

EL POMAR INSTITUTE FOR INNOVATION & COMMERCIALIZATION (EPIIC)

Q. What is EPIIC?

A.

EPIIC coordinates with the System-wide Technology Transfer Office (TTO) and OSP and provides assistance to faculty in the invention disclosure process and the commercialization process for ideas and inventions.

Q. What is “Intellectual Property?”

A.

Intellectual property means any discovery for which legal protection is sought for example, a patent, copyright, know-how, tangible research property, trademark, trade secret, and other forms of intellectual property legally recognized now or in the future.

Q. What is an “Invention?”

A.

An invention is any new technology, idea, or process that is new or novel, useful and non-obvious. When in doubt, contact EPIIC, whose staff can help determine if you have an invention.

Q. What if I have an invention?

A.

Contact EPIIC at 719-255-3631 or at bwasinge@uccs.edu, or the Tech Transfer Office at http://www.cu.edu/techtransfer/index.html or at (303) 735-
MORE INFORMATION

Q. Where can I go for additional information?

A. We are here to help you! Don’t hesitate to call, email or stop by Main Hall 301 (enter through 304) with any questions you may have regarding sponsored programs.

Best of luck on your scholarly endeavors