

OSP BRIEF

May 17, 2017

Roles and Responsibilities

- BC Units
 - OSP (Pre and Post)
 - VPR (includes ORP and ORIC)
 - Principal Investigator
 - Service Center/Grant Administrators

Roles and Responsibilities

- Although the responsibilities are shared, each unit focuses on a unique role to fulfill.
- Principal Investigators
 - Not only are they responsible for the programmatic aspects of a project, they are also responsible for the proper administration of the award.

Roles and Responsibilities

- Service Center and Grant Administrators-
 - **First Line of Defense!**
 - Deal directly with the PI's to provide assistance and guidance on day to day transactions
 - Maintain knowledge of sponsored research regulatory requirements
 - Have a working understanding of BC and sponsor systems
 - Working knowledge of BC and OSP policies

Roles and Responsibilities

- OSP
 - Consist of Pre-Award, Post-Award and Financial Compliance
 - Representatives of the University
 - Subject Matter Experts
 - Implement Policy
 - Work with other areas of BC
 - Responsible for keeping BC off the front cover of the NY Times

- The Matrix has been updated and will be posted on the OSP website.



CASE STUDIES

Case #1

- A grad student is asked by his PI to stop at an office supply store on your way to work and pick up a few items. The PI also asked him to get donuts for the lab meeting that morning. When he arrives at work, the PI tells him that all the items should be charged to the grant
- As the Department Administrator what do you tell the PI? Why?

Case #2

- Dr. Jones has a five year NSF CAREER grant. In his original budget, he was awarded participant support costs for participant travel to Boston for two workshops - in the summer of year 1 and the summer of year 3. In the spring of Year 2, the PI contacts the department admin and communicates that instead of organizing the workshop in Boston in year 3, he wants to organize a different workshop in Providence in the summer of year 2 instead. He wants to cover the travel expenses of several junior workshop participants and pay the honorariums of two speakers.
- Is this allowable?
- What are some issues involved in this request?
- What questions should be asked?
- What process should be followed? (i.e. what should the dept admin do next)?

Case #3

- Dr. Short notifies you that they want to respond to the NIH RFA 17-09-452. Dr. Short provides you with a full proposal and says, “Use this proposal. It should be fine since this application is the same as the USDA that I submitted last January.” The last proposal's budget was 560k per year.
- What are some of the concerns here?

Case #4

- Dr. Miller purchases a much needed piece of specialized equipment for her research on hypertension. When preparing the purchase request, she realizes that the only account with enough money is her grant for research on sleep disorders. Because both grants are funded by NIH, she charges the equipment to the sleep disorder grant.
- Is this acceptable? Why or why not?