



Lincoln University

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Pre-Award Manual and Standard
Operating Procedures

Office of Sponsored Programs

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Pre-Award Policy and Procedure Manual

Role of Pre-Award Administration in the Office of Sponsored Programs (OSP)

The Pre-Award staff within the Office of Sponsored Programs (OSP), currently located in first floor, Wright Hall (x7234), provides funding information, application guidelines and forms, proposal budgeting, proposal approval, award negotiations, consultation on all fiscal matters related to the proposals, and training seminars. OSP is responsible for assisting all facets of the University with pre-award services related to sponsored programs and research. All proposals involving sponsored programs and research are reviewed and approved by OSP prior to final submission to the external funding agencies.

The follow sections provide detailed information on the role of the Pre-Award Specialist, his/her responsibilities, legal requirements and guidance needed for effective pre-award administration.

Legal Framework

The Office of Sponsored Programs operates in a legal framework that is determined by the relationship between the institution and the sponsor, the type of agreement between the two, and the terms and conditions of the agreement. For example, a grant from the federal government will require Lincoln University to comply with appropriate Office of Management and Budget (OMB) Circulars, the guidelines and policies of the specific federal agency, such as NSF or HHS, and depending upon the nature of the program within the agency and the grant agreement used by that program additional program-specific terms and conditions. Lincoln University is required to operate within this legal framework and OSP staff must understand the entire legal framework in order to operate in the best interest of our unit, faculty, staff, students, and the University.

Regulatory Compliance

Grants and contracts are normally awarded to the institution, not the individual PI/PD. While the individual faculty or staff member is responsible for conducting the project, it is the institution that is accountable for the grant's management. Failure to comply with the regulations governing the grant may result in significant penalties to the institution, not the least of which is damage to the reputation and loss of trust.

In order to be a good steward of federal and sponsor funds, the institution must build a management system that facilitates and ensures compliance with the regulations and with the good practices of the profession. The structure of the regulations governing grants and contracts can be complex. For example, the federal Office of Management and Budget (OMB) establish the general framework that governs the management of all federal grants via the Uniform Guidance 2.CFR.200.

Individual agencies create their own set of terms and conditions within the framework established by the OMB Uniform Guidance (e.g. NSF's PPAPG, NIH, and HHS). Grants are also governed by other regulations, such as Executive Orders and Public Laws. Lastly specific programs within an agency may add special requirements. Private funding sources, both profit and non-profit, have their own sets of requirements and expectations.