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OUR GOALS

Deliver customer-friendly, timely support

Expedite research through improved navigation and access to resources

Reduce administrative burden for faculty

Improve customer service

Build a more collaborative environment

Improve communication and expand educational opportunities

Foster process improvement

**WHAT DO
YOU THINK
OSP DOES?**

OFFICE FOR SPONSORED PROGRAMS

OFFICE FOR SPONSORED PROGRAMS

Provide support to PI's and Departmental Administrators on pre and post-award processes

OSP serves as the Authorized Official and signature authority for proposals and awards

All requests for external funding to outside sponsors must be done by a designated OSP Pre-Award representative (or University Advancement depending on certain Foundations)

All submission requests must be routed via a Proposal Transmittal Form (PTF)

For more information, please refer to Boston College Principal Investigator's Handbook and Boston College Research Policies and Procedures on our website: <https://www.bc.edu/osp>

WHAT IS OSP RESPONSIBLE FOR?

WHAT IS OSP RESPONSIBLE FOR?

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f Analytical review of financial data for compliance risks and accuracies.

f Inclusion of backup documentation.

f Process specific transactions in order to closeout the project.

SPONSORED FUNDING AT BC

On average how many proposals are reviewed and submitted by OSP?

Over 300 proposals requesting nearly \$200M in external funding

In a fiscal year how much sponsored funding is managed by OSP?

Nearly \$100M in sponsored funding as of FY21

How many active sponsored projects does Boston College currently have?

Over 500 active projects, including subawards

Effort, Subrecipients, and Auditing

EFFORT

Provide Guidance for:

- Cost Distribution Changes on Sponsored Projects

- Salary Cost Transfers

Manage Process for:

- Payroll Cost Share Entries

- NIH xTrain Termination Notice Approval

SUBRECIPIENT MANAGEMENT

Establish outbound subawards

Track all new subawards and amendments

Manage FFATA reporting

SUBRECIPIENT MONITORING

Subrecipient risk assessment prior to issuing new/amended agreements

Review/analysis of annual audit reports

OSP ORGANIZATIONAL CHART

Find your designated OSP representative on our website: <https://www.bc.edu/osp>
by clicking on this icon

OSP'S OUTREACH FOOTPRINT

Provide daily guidance and resolutions to customer's inquiries on many complex topics

Develop and present at newly established monthly OSP Exchange with topics you suggest

Be available to come to you/your department to assist with pre and post award management

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PROPOSAL SUBMISSION POLICY

Proposal Submission Guidelines:

PROPOSAL SUBMISSION CHECKLIST

OSP's Proposal Submission Checklist can be found here on the web: <https://www.bc.edu/content/bc-web/research/sites/vice-provost-for-research/sponsored-programs/assistance-documentation.html>

WHAT IS THE PROPOSAL TRANSMITTAL FORM (PTF)?

In lieu of an automated pre-award system,

WHAT THE PROPOSAL TRANSMITTAL FORM IS NOT.

Easy to use.

Glitch free.

Intuitive.

PROPOSAL TRANSMITTAL FORM – PAGE 1.

PROPOSAL TRANSMITTAL FORM – PAGE 2.

**PROPOSAL TRANSMITTAL FORM –
PAGE 2 (CONT.)**

**PROPOSAL TRANSMITTAL FORM –
PAGE 3**

**PROPOSAL TRANSMITTAL FORM –
PAGE 4**

**PROPOSAL TRANSMITTAL FORM –
PAGE 5**

**PROPOSAL TRANSMITTAL FORM –
PAGE 6**

**PROPOSAL TRANSMITTAL FORM –
PAGE 7**

PROPOSAL SUBMISSION PROCESS

PI (principal investigator)
identifies funding
opportunity and reviews
the Proposal Preparation
Checklist

DA initiates a new
Proposal Transmittal Form
in Proposal Transmittal
Module in PeopleSoft and
sends email to **OSP pre-**
act with PTFI to 2 36-524 -6.032 TD-800 Tc0 number to

PI notifies DA (department
administrator) of his/her
intent to submit proposal

PROPOSAL SUBMISSION PROCESS

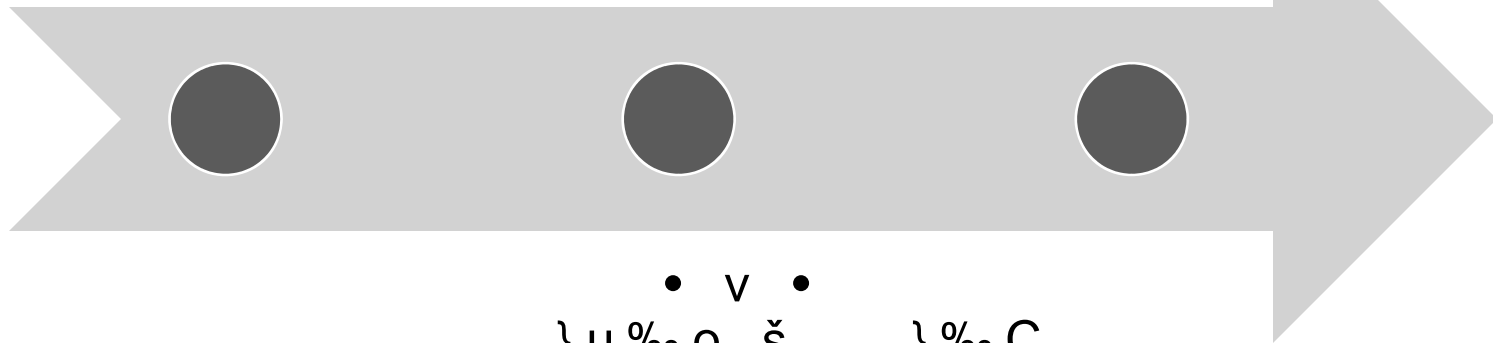
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PROPOSAL SUBMISSION PROCESS

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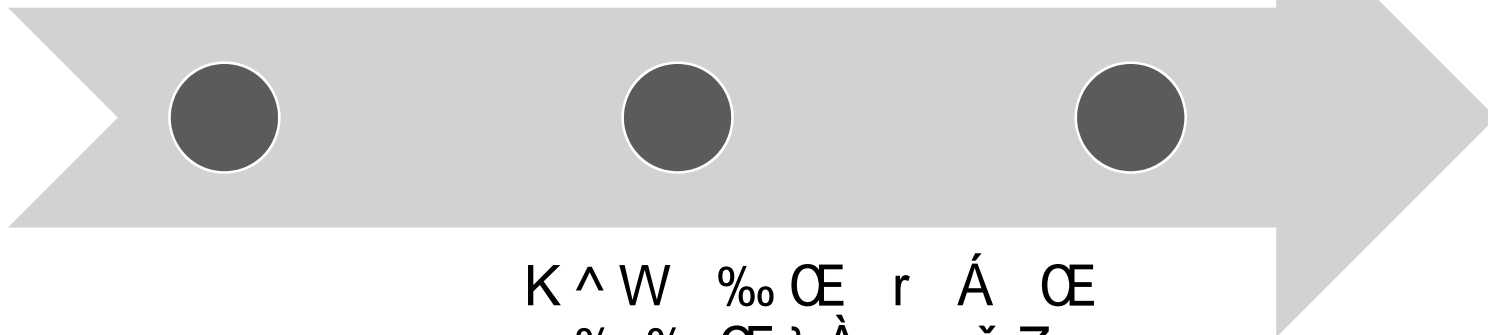


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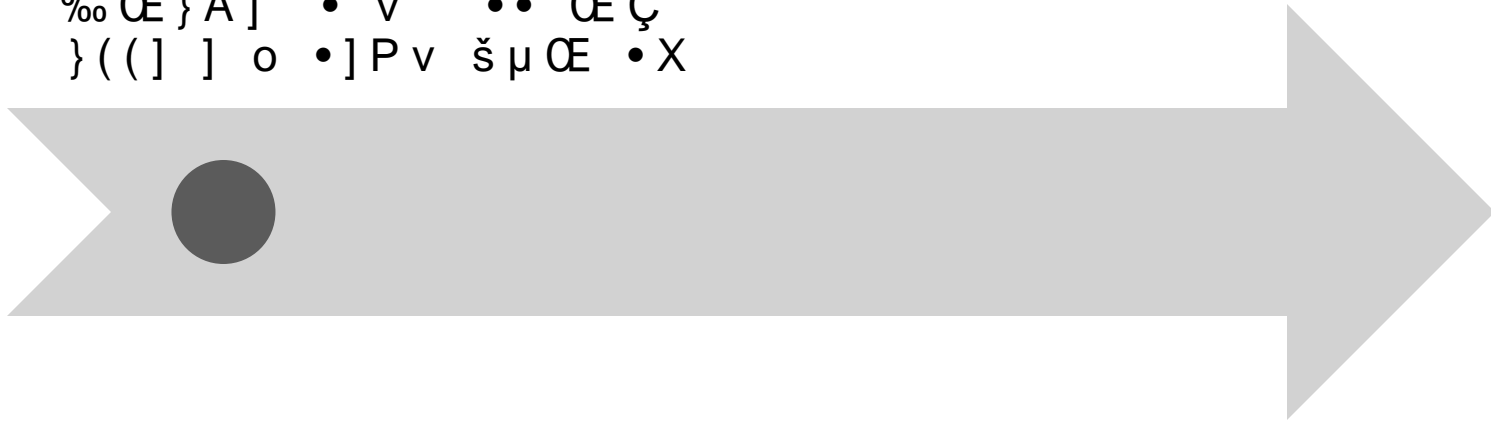
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PROPOSAL SUBMISSION PROCESS

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QUESTIONS?