



OSP Announcements and Updates

Date: August 27, 2021

Over the past several years, the Office of Sponsored Programs (OSP) has seen an increase in the number of proposals submitted and awards received as we continue towards FAU’s goal of reaching \$100 million in sponsored award funding. As we strive towards this goal, we are continually looking at ways to streamline the OSP to improve efficiency and provide more service to our stakeholders.

On September 15th, 2021, OSP will embark on a restructuring plan that will separate our office functions into different service units. This restructure will affect your current assigned Proposal and Contract Administrator (PCA) as their role will evolve into either a Proposal Administrator or Award Administrator. We believe this change will allow OSP administrators to specialize and focus on a specific service area, improve efficiency, while providing the required supportive services needed by our faculty and staff. The OSP administrators will also become more proficient and knowledgeable in that service area and establish a foundation for future growth.

Going forward, each college/institute/unit will be assigned both a Proposal Administrator and an Award Administrator. Here are the main functions to be performed by each team and the team representatives.

PROPOSAL SERVICES TEAM FUNCTIONS:	AWARD SERVICES TEAM FUNCTIONS:
<ul style="list-style-type: none"> • Conduct and participate in pre-proposal meetings • Review RFP/Solicitation to ensure compliance • Provide guidance regarding FAU policies affecting proposal submissions • Review and approve proposal in Novelution • Review and submit proposal through sponsor’s external submission system • Serve as liaison with Program Officer for RFA/Solicitation clarification/guidance • Facilitate proposal exception requests (i.e., PI eligibility) • Submit JIT requests to sponsor • Facilitate the award transfer coming to FAU (when new faculty bring awards with them) • Conduct faculty/staff trainings and webinars related to proposal submissions. 	<ul style="list-style-type: none"> • Review award documents prior to acceptance • Prepare contract and subaward initiation forms for the Contract Services Team review • Prepare post award & award documents in Novelution and submit to Research Accounting for account set-up • Facilitate sponsor prior approvals requests (i.e., NCE, change in scope, change in key personnel, budget revisions, etc.) • Facilitate the review and submission of progress and final reports requiring OSP approval • Facilitate the award transfers from FAU to another institution (when faculty leave FAU) • Prepare/draft consulting service agreements • Review and approve Budget amendments through Workday • Conduct faculty/staff trainings and webinars related to award management topics.