Sponsored Programs – What we do

• Help identify external funding opportunities.
• Assist with proposal development, authorization, and submission.
• Review proposals for compliance with program guidelines and university policies.
• Accept awards and negotiate terms/conditions.
• Coordinate with grants accounting for financial management and reporting.
• Guide implementation of grant awards including budgeting, reporting, and compliance with all terms/conditions.
• Provide training and guidance on all stages of the process.
What is a Sponsored Project?

- Externally funded research, instruction, public service, or other scholarly activity
- Defined scope of work or objectives
- Agreement between sponsor and university
- Expected deliverables by Principal Investigator (PI)
- Not gift or charitable contribution
Sponsored Project Process

- Finding Opportunity
- Proposal Preparation
- Project Performance
Sponsored Programs Proposal Preparation

- Review guidelines for requirements
- Develop budget
- Assistance with budget narrative (financial language)
- Compliance checking
- Form completion
- Current and pending external support
- Proposal submission

- Contact Diana Skok, Assistant Director, dskok@kent.edu
Proposal Submission Timeline

10+ Business Days Before Deadline
Inform OSP you plan to submit a proposal

5 Business Days Before Deadline
Budget complete and proposal is routed in Kuali

2 Business Days Before Deadline
Internal approval obtained; Final attachments to OSP
Steps to Ensure a Successful Proposal Submission

**10+ Business Days Before Deadline**

**Principal Investigator (PI):**
- **ASAP:** Contact OSP with intent to submit and provide necessary info (link to RFP, collaborators, subawards)
- Inform department/college of intent to submit proposal
- If applicable, work with responsible unit(s) for any cost-share on proposal

**Sponsored Programs (OSP):**
- Create Kuali proposal record and grant PI access
- If applicable, contact proposal subawardees for budget and documentation

**PI & OSP:**
- Review proposal guidelines
- Develop budget in Kuali

**5 Business Days Before Deadline**

**PI:**
- Complete Kuali tasks (questionnaire, science code, research designation, others as needed)
- All named personnel complete Kuali Certification

**OSP:**
- Review proposal for compliance with agency guidelines, institutional (and other applicable) policies
- Route proposal for institutional approvals

**PI & OSP:**
- Finalize budget
- Provide/upload documents as available

**2 Business Days Before Deadline**

**PI & OSP:**
- Finalize all proposal documents

**OSP:**
- Secure internal approvals
- Review final proposal
- Submit final proposal
- Review submitted proposal and submit updates or corrections as needed

**PI:**
- If applicable, log into agency system to view submitted proposal
- Contact Research Safety & Compliance for any special review

**PI & OSP:**
- Finalize all proposal documents
- Review submitted proposal and submit updates or corrections as needed

Questions? Please contact us!
Kent State University | Office of Sponsored Programs | 207 Schwartz Center | 330-672-2070 | dskok@kent.edu
Kuali Research: Overview

• Kent State’s Electronic Research Administration system
• Electronic proposal preparation
  • Budgeting
  • Investigator Certifications
  • Institutional Approval Routing
  • System-2-System (S2S) Submissions (e.g. NIH)

• Award records
• Utilizes FlashLine username/password
• Kent State faculty, staff, and students with active employment relationships have records. Others can be added manually.
Kuali Research: How to Access

- [https://kent.kuali.co/res](https://kent.kuali.co/res)
- [https://www.kent.edu/sponsored-programs/kuali-research](https://www.kent.edu/sponsored-programs/kuali-research)
- FlashLine Research/Kuali Channel
NSF specifics

- **www.Research.gov**
- **If new to NSF and Research.gov**
  - Create research.gov profile
  - Request Kent State affiliation with Principal investigator role
- **If have a Research.gov account with previous institution**
  - Update profile to reflect Kent State University and current contact info
  - Request Kent State affiliation with principal investigator role
- **Contact Sponsored Programs with questions or help for Research.Gov**
Questions?

Contact Sponsored Programs if we can provide any assistance

www.kent.edu/sponsored-programs

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Thank You.

www.kent.edu