

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

The Office of Research and Sponsored Programs (ORSP) supports faculty and staff with the administration of sponsored program activities, seeking and administering funding for research programs through grants, contracts and other external funding opportunities. The goal of ORSP is to reduce administrative burden on researchers, enabling members of the university community to compete successfully for outside funding and to effectively manage their sponsored programs.

Our comprehensive pre-and post-award services include:

- Preparing Proposals, including
 - budget development and review;
 - proposal review and submission;
 - guidance on grant related questions, agency guidelines and university policy as it relates to sponsored programs
- Assistance with budget revision requests and sponsor requested information
- Industry contract review and negotiation
- Award Management including
 - review and acceptance of new grant and contract awards
 - processing and setup of new grants and contracts in the University's financial system
 - review and approval of research related costs, payroll allocations and assistance with processing budget adjustments
 - prior approval requests
 - sponsor reporting
 - award closeout

Resources:

- ORSP Website: <https://research.cc.lehigh.edu/office-research-and-sponsored-programs>
- Researchers Toolbox: <https://research.cc.lehigh.edu/ORSPtoolbox>
- Research Policies: <https://research.cc.lehigh.edu/research-and-research-related-policies>

BEFORE YOU PROPOSE TO CONDUCT RESEARCH...

To transfer awards to Lehigh or to submit proposals to an external sponsor:

1. Identify the ORSP Contract and Grant Specialist (CGS) assigned to your unit. ORSP assigns each department within each College a CGS or Sr. CGS for federal, government and private sponsored research including non-profit and for-profit entities. <https://research.cc.lehigh.edu/contract-and-grant-specialist-assignments>
2. Identify your departmental resources who will be supporting you in developing your research proposals
3. Request to be affiliated with Lehigh University in any relevant sponsor systems (grants.gov, research.gov, eRA Commons, etc.) in advance of your proposal.
4. When considering submitting a proposal, review the ORSP Proposal Submission Policy requesting receipt of fully complete proposals a minimum of three working days prior to the agency deadline.
5. https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/Proposal%20Submission%20Deadline%20Policy_0.pdf
6. Complete the ORSP Notice of Intent to Submit a Proposal <https://research.cc.lehigh.edu/ORSP-notice-intent-submit-proposal>
7. Review the Policy on Disclosure of Investigator Significant Financial Interests related to Sponsored Projects. ORSP will notify you separately of the process by which you will need to disclosure prior to submission of your research proposal.
<https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/Policy%20on%20Disclosure%20of%20Investigator%20Significant%20Financial%20Interests%20Related%20to%20Sponsored%20Projects.PDF>

8. Reach out to, or have your departmental administrator reach out to your CGS to discuss any questions, concerns or timeline issues. If you are transferring an award, be sure to provide the name and contact information of the responsible sponsored research administrator at the institution currently responsible for the award.

Industry Contracts:

- ORSP can help navigate relationships and agreements with Industry Sponsors. Reach out to your ORSP CGS first to begin discussions. ORSP also has an Industry Contract Manager that, for certain sponsors, will be your primary point of contact. ORSP is prepared to assist you in creating, negotiating and executing research agreements. Contact us early so we can collaboratively work to make your negotiations successful.

AFTER YOU RECEIVE AN AWARD...

ORSP will contact you once your award is received.

1. Your CGS will reach out to discuss any reductions in budget or if there are special terms and conditions you need to be aware of.
2. Your CGS will establish or modify sponsored accounts in the financial system in coordination with Research Accounting.
3. You will receive fund requirements, and a copy of the notice of award which will include any related agency terms and conditions once an account is established. Ensure you review these requirements thoroughly and ask any clarifying questions of your CGS at the beginning of the award/project.

To request a subaward to another institution/organization:

- ORSP will prepare, negotiate and execute subawards related to sponsored projects. Your CGS will prepare any subawards to other institutions/organizations. For new subawards, ensure there is a Subrecipient Commitment Form (SCF) on file in ORSP from the time of proposal. If not, obtain a completed SCF from your subrecipient. (Your department administrator should be able to assist you with this.)

Effort Reporting:

- Research Accounting is responsible for Effort Reporting at Lehigh. The Effort reporting policy can be found on the Finance and Administration website: <https://financeadmin.lehigh.edu/content/research-accounting>
- Effort Certification is completed three times a year for faculty, staff and graduate students. The certification periods and distribution dates are:

<u>Reporting Period</u>	<u>Distribution Date</u>
September 1 – December 31	January 31
January 1 – May 31	June 30
June 1 – August 31	September 30

Travel and Expense Reports:

- Request a Research OneCard from your Department Administrator:
<https://financeadmin.lehigh.edu/content/lehigh-university-onecard-program>
- Review Lehigh's Travel Policy on the Controller's Website: <https://financeadmin.lehigh.edu/content/travel-business-expense-policy-and-procedures>
- Before traveling for sponsored research, review the Lehigh and Sponsor guidelines on domestic and foreign travel, airfare, car rentals, hotel reservations, business meals/per diems and receipt requirements.
- Submit your OneCard receipts through the OneCard system within 30 days of the end of your travel, event date or transaction date. Work with your Department Administrator to understand any department specific processes for review and reconciliation before submission to ORSP.