

OSPA COMMUNICATIONS

Goldsheet Stage

Once a goldsheet is approved an automatic response is sent to the PI. If someone needs to pick up a cover sheet or other documentation from OSPA a call is made to the designated person when it's ready.

If there is a need for other communication at this stage a note should be added to the goldsheet.

Award Stage

Once an award arrives it is reviewed for acceptance by OSPA. If there are terms that do not comply with university policy OSPA will begin negotiation with the sponsor. The PI and grant coordinator will be copied on correspondence with the sponsor. When any terms and conditions are difficult to resolve the PI will be contacted by OSPA to determine what position we need to take on the issue. (For example if intellectual property will not result because the project is testing and not research, then we won't continue to negotiate our position.) For some terms and conditions a waiver may be required to accept language which is not in line with university policy.

NOTE: If the PI or grant coordinator have questions or comments about the negotiation of the award they should respond directly to OSPA and not to the sponsor.

Once the agreement terms and conditions have been accepted by both parties the half-executed award documents have been sent to the PI and grant coordinator. OSPA will no longer be sending these documents because we send the fully executed award to the PI, grant coordinator and the administrative unit. This final document has been sent in paper form in the past, but OSPA is now going to scan the document and email it.

Account number assignment

Sponsored Programs Accounting sends an email when the account numbers are assigned. There will be no changes in SPA communication.

Other communication issues:

Some departments list more than one grant coordinator. We would like to know which one should get the copy of the above communications. Each department will designate one grant coordinator to receive all new awards. If a department has 2 or more grant coordinators who need to receive awards, depending on the PI for example, then the goldsheet needs to tell us which grant coordinator to provide the award to.