

# QUICK GUIDE

## TO OFFICE OF SPONSORED PROGRAMS

### WHO WE ARE

**Office of Sponsored Programs** is the central research support team responsible for the review and submission of proposals (grants, contracts, cooperative agreements, non-monetary) to external sponsors and for the review and acceptance of any sponsored project funds. Our team includes Pre-Award Services, Contract and Award Services, and Electronic Research Administration. For strategic development, growth of research capacity, professional development, finding funding, and other tasks we partner with the Office of Research Development. Both offices are part of the Division of Research and Innovation and are located in **315 Administration Bldg.**

## CONTACT OFFICE OF SPONSORED PROGRAMS

The easiest way to reach us is via e-mail to **OSP@memphis.edu**. Your message will be acknowledged within 24 hours with an answer or with a timeline for when you can expect one. All team members receive messages sent to this address, thus reducing the risk of delay due to staff being out of the office or under heavy deadlines. A list of contacts by area of responsibility is included on the reverse side of this page for your reference.

**NOTE:** *If your unit has a pre-award coordinator, you should contact her/him first for assistance with proposal and budget preparation.*

## WHAT WE DO

### PRE-AWARD SERVICES

#### PROPOSAL ASSISTANCE

- » Review and interpret sponsor requirements;
- » Assist PIs with budget development;
- » Assist PIs with electronic research systems document and data entry;
- » Conduct pre-submission budget review and proposal compliance check;
- » Coordinate with subrecipients/collecting subrecipient required documents; and
- » Authorize and submit proposals to sponsors.

#### NON-FINANCIAL POST-SUBMISSION ASSISTANCE

- » Correspond with sponsors;
- » Assist PIs with JIT requests; and
- » Submit revised documents and budgets to sponsors.

#### RESEARCH ADMINISTRATION SERVICES

- » Handle all sponsored program relinquishments and incoming transfers; and
- » Develop/provide research administration training.

### ELECTRONIC RESEARCH ADMINISTRATION

- » Cayuse-related system support
- » Faculty registration in sponsor portals

### RESEARCH DEVELOPMENT

- » For identifying funding, growing strategic research infrastructure, assisting early career faculty with navigating the research funding process, establishing centers, or other key concerns, reach out to our colleagues in Research Development.

### CONTRACT AND AWARD SERVICES

#### CONTRACT MANAGEMENT SERVICES

- » Initiate, review, negotiate, and authorize all incoming and outgoing contracts and agreements;
- » Negotiate with sponsors to resolve contract issues; and
- » Ensure compliance with federal, state, and institutional policies.

#### SUBAWARDS (SUBGRANTS/SUBCONTRACTS) ADMINISTRATION

- » Prepare and process all subaward renewals; and
- » Prepare/process dual service agreements and MIAA/MOU Internship agreements.

#### AWARD AND PROJECT MANAGEMENT SUPPORT

- » Manage award intake – review and create Cayuse award records, and upload award documents;
- » Work with PIs to secure documents required to transfer award to Grants and Contracts Accounting (GCA) for account set-up;
- » Handle changes during the lifetime of a project that require prior authorizations from sponsor; and
- » Ensure timely submission of routine non-financial post award actions including no cost extensions, progress reports, carryover requests, and closeouts.

## KEY CONTACTS

### PRE-AWARD/PROPOSAL SERVICES

#### STEPHANIE THOMPSON

sthmps24@memphis.edu | 901-678-4146

- » President's Office
- » Provost's Office
- » Graduate School
- » Division of Business & Finance
- » Division of Student Academic Success
- » Cecil C. Humphreys School of Law
- » College of Arts & Sciences
- » FedEx Institute of Technology
- » Fogelman College of Business & Economics

#### FARON ADDISON

faron.addison@memphis.edu | 901-678-4273

- » Loewenberg College of Nursing
- » Lambuth Campus
- » School of Communication Sciences & Disorders
- » School of Public Health
- » College of Health Sciences
- » Kemmons Wilson School
- » Hospitality and Resort Management
  - » Culinary Institute
  - » Sport and Leisure Management
  - » Sport Commerce
- » College of Arts & Sciences
  - » Psychology
  - » Institute for Intelligent Systems
  - » Computer Science
  - » mHealth Dot

#### LAURA WRIGHT

llwright@memphis.edu | 901-678-3507

- » College of Arts & Sciences – ALL Humanities
- » College of Arts & Sciences – ALL Social Sciences
- » College of Arts & Sciences - Natural Sciences
  - » Bioinformatics
  - » Biology
  - » Chemistry
  - » Mathematical Sciences
  - » Physics & Materials Science
- » College of Arts & Sciences - Dean's Office Units
  - » Center for Earthquake Information and Research (CERI)
  - » Earth Sciences
  - » School of Urban Affairs and Public Policy (SUAPP)
  - » Marcus Orr Center for the Humanities
  - » Benjamin Hooks Institute for Social Change
- » College of Communication & Fine Arts
- » College of Education
- » Herff College of Engineering
- » College of Professional & Liberal Studies

### ELECTRONIC SYSTEMS ADMIN

#### YUELIN ZHU

cayusesupport@memphis.edu | 901-678-3574

### CONTRACTS

#### FARON ADDISON

faron.addison@memphis.edu | 901-678-4273

#### STEPHANIE THOMPSON

sthmps24@memphis.edu | 901-678-4146

### POST-AWARDS (OPAM)

#### CHERYL HAYES

opam@memphis.edu | 901-678-0880

#### MATTIE HAYNES

opam@memphis.edu | 901-678-5071

### AWARDS

#### LAUREN WILLIAMS

ospawards@memphis.edu | 901-678-3056

### SUB-AWARDS

#### RICKY TAN

altan@memphis.edu | 901-678-4272

### RESEARCH DEVELOPMENT

#### CODY BEHLES

cbehles@memphis.edu | 901-678-1596

#### BRIAN EVANS

bevans8@memphis.edu | 901-678-4247

#### NICHOLE SAULSBERRY-SCARBORO

tnslsbrr@memphis.edu | 901-581-1837

## NAVIGATING OUR WEBSITE

1. From the University's homepage (memphis.edu), **click on the Menu icon in the upper right corner and then on the Research arrow.** This will bring up the following menu:



2. **Select 'Researchers'.** This will take you to the following page. Once here, you can navigate using the left side 'Researcher Resources' menu, or scroll down the center of the page for narrative explanations and quick links for each of these sections.



3. **ERA** is linked from the main Researchers page.
4. **Research Compliance** includes information on IRB, Animal Care, and Financial Conflict of Interest
5. **Institutional Information** (left hand navigation) houses institutional contacts, registration codes, F&A rates, DUNS number, etc.
6. **Research Forms** is where you can find the required budget templates for submitting external awards.

**Hint:** Everything you need for your sponsored project is in the 'For Researchers' section.

## ADDITIONAL RESEARCH OFFICES

### Human Subjects Research

The Institutional Review Board (IRB) is charged with the responsibility of reviewing, prior to its initiation, all research (whether funded or not) involving human participants. The IRB is concerned with protecting the welfare, rights, and privacy of human subjects. The IRB has the authority to approve, disapprove, monitor, and require modifications in all research activities that fall within its jurisdiction as specified by both the federal regulations and institutional policy.

**Contact:** Kellie Watson, IRB Coordinator  
IRB@memphis.edu

### Animal Care and Use

The Animal Care and Use Program is responsible for the regulatory and veterinary oversight of all research activities involving animals within the Institution. The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight of the Animal Care and Use Program and its components as described in the Public Health Service (PHS) Policy on the Humane Care and use of Laboratory Animals, and the Guide for the Care and Use of Laboratory Animals, and oversees compliance with all applicable regulations, laws and University Policies.

**Contact:** researchcompliance@memphis.edu

### Environmental Health and Safety

#### 414 J.M. Smith Chemistry Building

The Environmental Health and Safety Office (EH&S) provides environmental compliance and occupational health and safety services that support research, teaching, and administrative functions. Designed to protect personnel, the environment, and facilities while promoting compliance with applicable laws, regulations, codes, and consensus standards, EH&S provides programs and training for biological safety, chemical safety, radiation safety, hazardous waste management, fire safety, general safety, and occupational health. Please visit [memphis.edu/ehs](http://memphis.edu/ehs) for more information on these programs and a list of available training.

**Contact:** Bobby Clark  
ehs@memphis.edu

### Office of Technology Transfer

#### FedEx Institute of Technology, Suite 303

The University invests in and protects promising innovations and huge breakthroughs by University researchers. For information on how this process works and to learn about resources available to help,

**Contact:** Hai Trieu  
hhtrieu@memphis.edu

### Financial Conflict of Interest

Federal regulations, state laws and University policies recognize that researchers may have financial interests in research sponsors and/or in entities with business interests closely related to their research. In order to ensure that all employees engaging in sponsored research recognize, manage and report financial conflicts of interest, annual disclosure is required, and CITI training is required prior to engaging in sponsored research.

**Contact:** Beverly Jacobik  
researchcompliance@memphis.edu

### Export Control

When traveling abroad, taking certain items, providing certain services or meeting with certain people can present export control issues for University of Memphis (UM) faculty, staff, students and postdoctoral scholars ("UM affiliates"). Travel to most countries does not present an export control problem

**Contact:** researchcompliance@memphis.edu  
[memphis.edu/research/researchers/compliance/export\\_control.php](http://memphis.edu/research/researchers/compliance/export_control.php)

### Grants and Contracts Accounting

#### 263 Administration Building

Grants and Contracts Accounting (GCA) is responsible for the financial review and reporting of all restricted activities, including grants, contracts, gift accounts, scholarships, Chairs of Excellence, and Centers of Excellence. Once your sponsored project is funded, GCA will establish a unique account INDEX tied to your project and is responsible for reviewing allowability of charges, billing/receiving funds for sponsored projects, completing annual financial and project closeout reports. GCA also manages federally mandated Effort Certification reporting which requires that we track and report the percentage of effort that employees devote to federally sponsored projects.

**Contact:** Linda Heide  
lheide@memphis.edu