

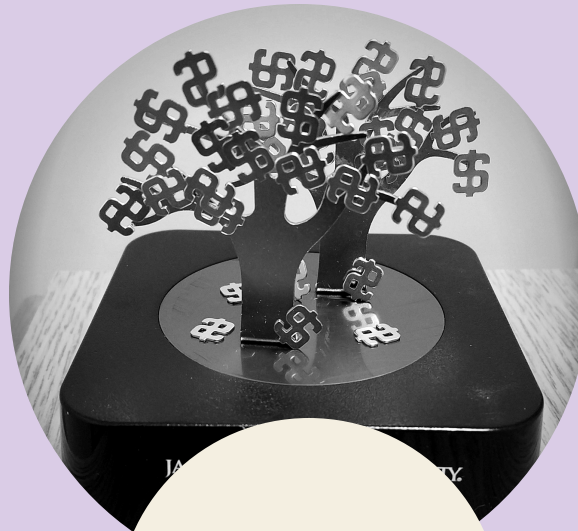
PROPOSAL STAGE

- Search & disseminate funding opportunities
- Review Solicitation/Guidelines for eligibility and flag problematic requirements
- Build compliant budgets
- Notify PI & project team of compliance requirements that need to be met pre-submission
- Complete all sponsor forms
- Review documents for formatting compliance
- Prepare certifications & submit proposals

MISCELLANEOUS

- Write and execute NDA, MOU, MOA, entity agreements
- Negotiate favorable terms and conditions for JMU
- Seek certificates of insurance
- Process all W-9 requests
- Provide activity reports to PIs, Deans, & Department Heads
- Maintain access to all sponsor funding portals
- Publicize current limited submission opportunities
- Liaison between PI & Sponsor
- Collaborate with other operational units

THE OFFICE OF SPONSORED PROGRAMS



OSP SERVICES

MONDAY - FRIDAY 8:00 AM
TO 5:00 PM

jmu.edu/sponsoredprograms

568-6872

jmu_grants@jmu.edu

AWARD STAGE

- Work with PI to revise budgets as needed prior to award
- Review all terms & conditions for acceptability, sending through legal review, & negotiating problematic clauses
- Sign off on award materials
- Process subawards & issue subagreements
- Issue Department ID to PI & Sponsored Programs Accounting for set-up
- Publicize award announcements
- Track all deliverables

POST AWARD

- Seek no-cost extensions from the sponsor
- Write all project related correspondence
- Facilitate personnel changes or PI changes
- Respond to all inquiries from sponsors and collaborators
- Perform budget revisions & seek approval as necessary
- Complete all closeout documents (property reports, patent & invention reports, release of claims, ect.)