The Office of Research and Sponsored Programs (ORSP) serves as the University’s central administrative unit responsible for securing external resources through grants and contracts and providing financial and contractual stewardship of awards. ORSP also provides administrative support for the University’s research committees related to human subject protection, animal care and use, and biosafety.

ORSP is organized to provide support and guidance to investigators engaged in research and sponsored programs activities at UNF. ORSP support services are structured into teams of knowledgeable, service-oriented staff members able to provide tailored assistance to individuals conducting research at UNF throughout the lifecycle of the grant process.

- **Proposal and Budget Development (Research Development)**
- **Contract Development and Award Negotiation (Research Development)**
- **Budget Management and Analysis (Grants Accounting and Financial Management)**
- **Financial Reporting and Invoicing (Grants Accounting and Financial Management)**
- **Financial Compliance (Grants Accounting and Financial Management)**
- **Intellectual Property Management and Marketing (Intellectual Property and Technology Transfer)**

ORSP support services include:

- **Funding Opportunity Identification and Project Development (Research Development)**
- **Education on protection of human subjects, animal care and use in research (Research Integrity)**
- **Point of contact for protocol submissions to the IRB, IACUC and IBC (Research Integrity)**

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ORSP Administration

The Assistant Vice President for Research (AVP) leads the development and implementation of UNF’s comprehensive strategy for increasing extramural funding on campus, promoting interdisciplinary and cross-disciplinary research, scholarship, and creative work, and affirming the integrity of all research processes. The AVP oversees UNF technology transfer activities by managing the intellectual property resources and portfolio of the University and marketing existing intellectual property. The AVP serves as the institutional official responsible for submitting proposals and signing awards on behalf of UNF. The AVP is responsible for overseeing the operations of the Office of Research and Sponsored Programs.

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All proposals (formal or informal) must be endorsed by the appropriate institutional officials prior to submission, including ORSP which is delegated the authority to submit proposals, make institutional commitments, and sign award documents for sponsored programs on behalf of the University.

Research Development

The development of proposals for sponsored projects is a team effort involving investigator(s) and ORSP. The ORSP Research Development (RD) team works to ensure that proposals submitted have the best prospects for success and project budgets are designed to meet UNF and regulatory requirements. Investigators should contact the ORSP RD team as soon as they identify a funding opportunity of interest or begin discussions with a potential sponsor.

The RD team provides support to investigators by:
- Providing individualized searches to identify and distribute funding opportunities related to individual interests
- Maintaining information about faculty interests to identify teams for collaborative proposals and match faculty to sponsor inquiries
- Meeting with sponsor representatives and faculty to discuss requirements and/or interpreting funding guidelines and application procedures
- Reviewing proposals for content, clarity, and adherence to guidelines
- Developing accurate and reasonable budgets
- Securing institutional approval for proposed projects
- Completing sponsoring agency forms (hard copy and electronic format)
- Submitting proposals to sponsoring agencies (hard copy and electronic format)
- Facilitating collaboration of UNF faculty with outside entities by securing third-party commitments from subcontractors or providing commitments to lead entities when UNF is subcontractor
- Negotiating award terms and securing institutional approval for award acceptance

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Grants Accounting and Financial Management

Appropriate management of sponsored programs funding is a shared responsibility of the investigator(s) and the ORSP Grants Accounting and Financial Management (GAFM) team.

The Principal Investigator has primary responsibility for the management of his or her sponsored project, including executing the technical aspects of the program, meeting all technical reporting requirements, supervising project personnel, and ensuring the reasonable and prudent use of the sponsor’s funds. The GAFM team will advise and assist principal investigators in complying with the requirements of their projects. The GAFM team has primary responsibility for the financial reporting, invoicing, effort reporting, cash management requirements, and audit coordination of sponsored projects.

They carry out this responsibility by:
- Establishing internal grant accounts and budgets within the institution’s financial system
- Monitoring compliance with federal and state regulations
- Reviewing expenditures to ensure conformity with funding guidelines
- Preparing invoices to funding agencies and managing accounts receivable
- Preparing and submitting financial reports
- Interpreting sponsor, regulatory, and institutional requirements related to grants management
- Providing regular project budget analysis and review
- Forecasting expenditures
- Researching transactions, and
- Assisting with project closeout
- Process administrative paperwork (purchase requisitions, Pcard transactions, personnel forms, travel, etc.) for principal investigators

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Research Integrity

The Research Integrity (RI) team promotes the responsible conduct of research by providing administrative support for the University’s federally mandated oversight committees (Institutional Review Board for the Protection of Human Subjects [IRB] and Institutional Animal Care and Use Committee [IACUC]), and the Institutional Biosafety Committee [IBC]) which provide for public safety and ethical scientific procedures in all research that involves human or animal subjects and for the safe use of recombinant DNA and biohazardous materials in research. These committees assure compliance with all federal regulations and university policies that govern both funded and non-funded research with human and animal subjects at UNF.

In addition to providing administrative support to the IRB, IACUC and IBC, RI is available help researchers navigate through the regulatory compliance review process by

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