THE OFFICE OF SPONSORED PROJECTS PRE-AWARD

MISSION
We work collaboratively with Principal Investigators (PIs) to facilitate high-quality research and grant applications. We are the university’s resource for externally funded project development.

SERVICES
- Review sponsor guidelines and identify key requirements
- Assist with project-related documents preparation, including budgets
- Complete required sponsor administrative forms
- Secure subcontracts with partner institutions
- Identify regulatory requirements
- Obtain academic (dean and chair) and institutional approvals
  - OSP utilizes SmartGrant, a grants and contracts database management system. Pre-Award will enter all proposals into SmartGrant then send emails through SmartGrant to the appropriate personnel for project approval. Post Award training for PIs is forthcoming.
- Edit final proposal drafts for grammatical errors*
- Format all documents according to sponsor requirements
- Complete the final submission package and submit to sponsor

*If you’re unable to meet the timeline below, OSP may not be able to perform all services. We will make every effort to submit by the sponsor’s deadline.

TIMELINE

<table>
<thead>
<tr>
<th>Duration</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>3 WEEKS</td>
<td>Alert OSP of planned submissions</td>
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<tr>
<td>2 WEEKS</td>
<td>Complete budget and proposal drafts</td>
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<tr>
<td>1 WEEK</td>
<td>Finalize budget and proposal drafts for OSP to edit and format</td>
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<tr>
<td>5 DAYS</td>
<td>OSP routes proposal to PI, dept. chair (or equiv.), college dean (or equiv.) for approval</td>
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<tr>
<td>2 DAYS</td>
<td>Final documents prepared for submission</td>
</tr>
<tr>
<td>1 DAY</td>
<td>Proposal submitted by OSP</td>
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CONTACT
- Brooke Lindgren: brookelindgren@weber.edu
- Kate Lande: kathrynlande@weber.edu

➡️ Developing ideas to fit a grant? Contact Katharine French-Fuller: kfrenchfuller@weber.edu
➡️ Need a contract reviewed or signed? Contact James Taylor: jamestaylor8@weber.edu
➡️ Already have a grant? Contact Cheryl Jacobson: cheryljacobson@weber.edu

At this time, all meetings are conducted via Zoom.