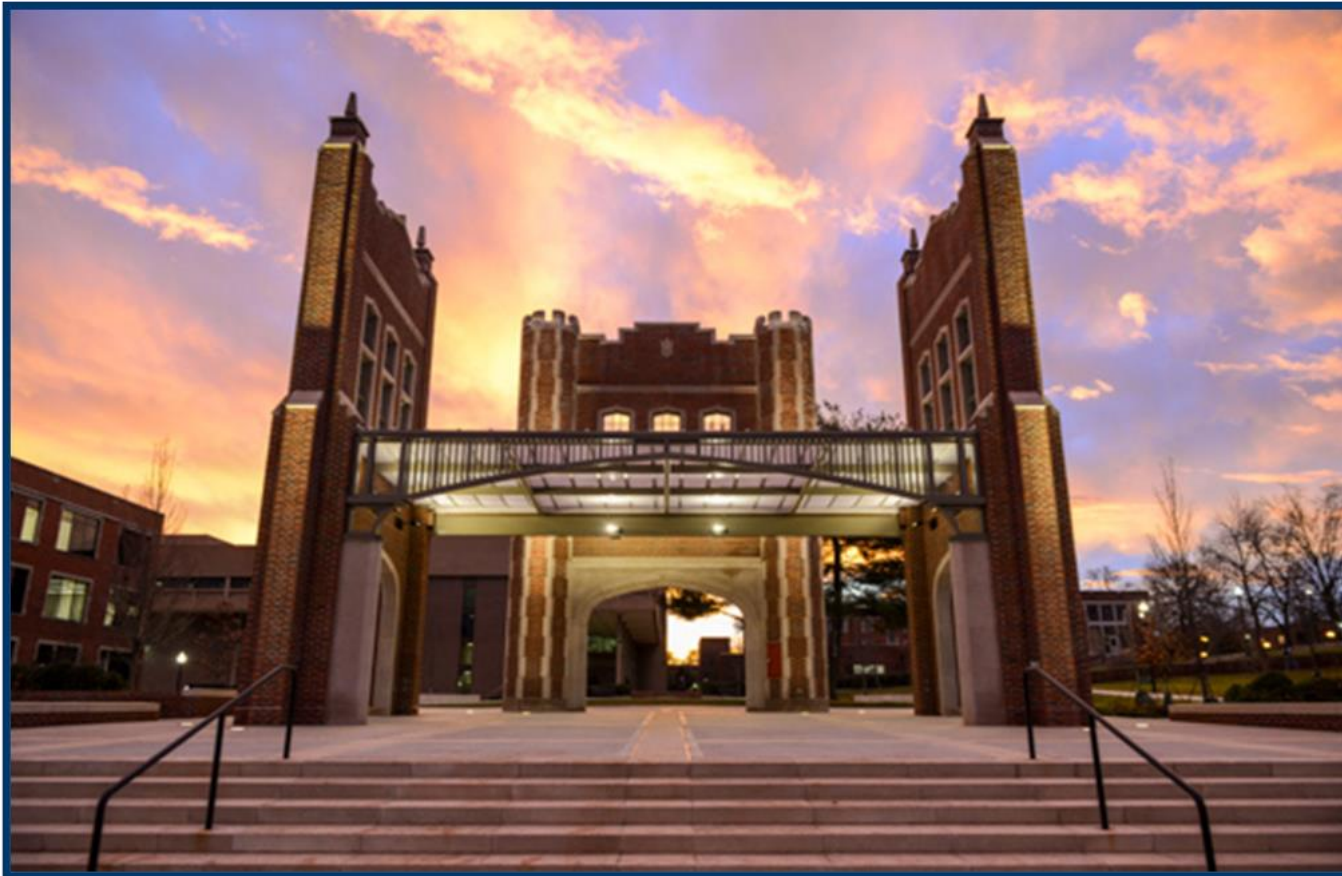


University of Tennessee at Chattanooga

Welcome New Faculty!

*Presented by: Ashley Ledford
Director of Pre-Award Services
Office of Research and Sponsored Programs*



OFFICE OF RESEARCH & SPONSORED PROGRAMS

ORSP

109 Race Hall
WWW.UTC.EDU/ORSP

KEY CONTACTS

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PRE-AWARD SERVICES

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AWARD SERVICES

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We Shall Achieve

 THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

ORSP Mission

The Office of Research & Sponsored Programs (ORSP) seeks to promote scholarship, research, creative activities, and engagement by encouraging and providing comprehensive support to faculty and staff in the pursuit of sponsored programs.

ORSP Service Areas

Pre-Award Services

- Research Development
- Proposal Development
- Budget Preparation
- Compliance Review
- Submission Support
- Just-In-Time Requests

Award Services

- Award Intake & Transfers
- Research-Related Agreements
- Subaward Origination
- Account Set-Up Request
- Agency Prior Approvals

Research Development

- Identifying Funding Opportunities – Pivot, Grants.gov, etc.
- Individualized Research Strategic Planning
- Limited Submission Competitions
- SciENcv / Current & Pending Support Forms
- Grant-writing workshops and professional development opportunities related to research and sponsored programs

Proposal & Budget Preparation*

- Resources & help getting started – sample funded proposals, application guidelines, timelines, checklists, etc.
- Assistance and guidance with budget development
- External scientific/technical review & critique prior to submission
- Editorial review and feedback
- Just-In-Time Requests from the sponsor

**NOTE: preparation support requires sufficient lead-time!*

Proposal Review & Submission

- Pre-award Checklist – review of proposal covering agency/sponsor requirements, UT fiscal policy, budget review, research compliance considerations, etc.
- Cayuse – proposal & award management system; internal routing for proposals and contracts, award processing, and system-to-system submission to grants.gov.
- Submission to Sponsor – Help complete agency forms and submit the proposal to the funding agency, with sufficient lead time.

Research-Related Contracts

- Contracts can take many forms! *Award Contracts, Non-Disclosure Agreements, Material Transfer Agreements, Data Use Agreements, Award Transfers, Memoranda of Agreement/Understanding, Click-Through Agreements, Licensing Agreements, etc.*
- **DO NOT SIGN THEM!** Only the VCR is authorized to sign research-related agreements and contracts.
- Whenever a signature is required on behalf of the institution, check with ORSP!

Award & Postaward

- Award Review & Intake (New, Continuing, Transfers)
- Grant Account Request to Accounting Services
- Subaward Origination & Execution
- Post-award, Agency Prior Approvals
Personnel Changes, Sponsor-Required Budget Revisions, No-Cost Extensions, Funding Supplements, Grant Transfers, etc.

Related Offices to Note

- Office of Research Integrity (ORI)
- Accounting Services – Sponsored Pgm Accounting
- UTC Research Institute –Research focus areas in Quantum Technologies & Transportation / Mobility
- Vice Chancellor for Research
- UT Research Foundation – Invention Disclosures & Technology Transfer
- Safety & Risk Management

Position Yourself for Success!

- Contact ORSP if you are transferring awards or equipment.
- Complete & maintain an up-to-date Outside Interest Disclosure (a prerequisite for submitting a proposal)
- Claim your Pivot profile and search for funding opportunities.
- Schedule an ORSP consultation for research strategic planning and/or SciENcv development.
- Become familiar with [UT Policies](#).
- Pursue internal & external collaborations.
- Reach out to ORSP early & often!

Thank You!

Have Questions?

Interested in Learning More?

Ready to Get Started?

Please reach out!

orsp@utc.edu

www.utc.edu/orsp

Race Hall 109