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THE UNIVERSITY OF NORTH TEXAS  
HEALTH SCIENCE CENTER *at* FORT WORTH



# The Office of Sponsored Programs

*A Unit of the Division of Research and  
Innovation*



# Overview

The Office of Sponsored Programs (OSP) is the central point of coordination for all sponsored awards at the University of North Texas Health Science Center. Sponsored Projects are required to comply with all applicable Regents Rules, System Regulations, federal and state statutes and regulations, UNTHSC Policies, and Sponsor terms and conditions.



***OSP is primarily made up of 4 unique areas:***

Pre-Award

Contract Administration

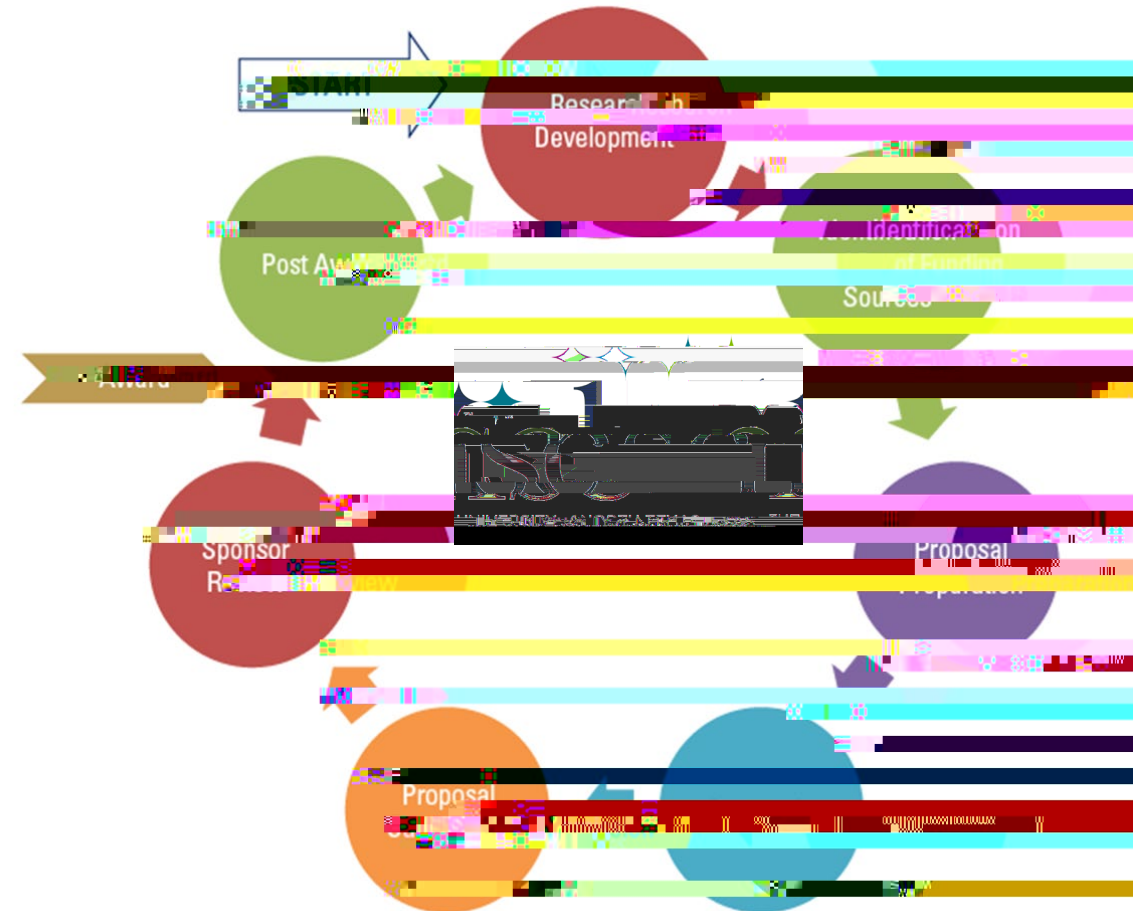
Post-Award

Accounting

# Pre-Award

## *What we do*

- Serve as the liaison to sponsors
- Review and interpret grant application instructions
- Provide technical assistance with pre-proposal or proposal preparation issues
- Complete university assurances/certifications
- Proposal review and approval
- Proposal budget review and approval
- Final proposal submission
- Provide training workshops upon request

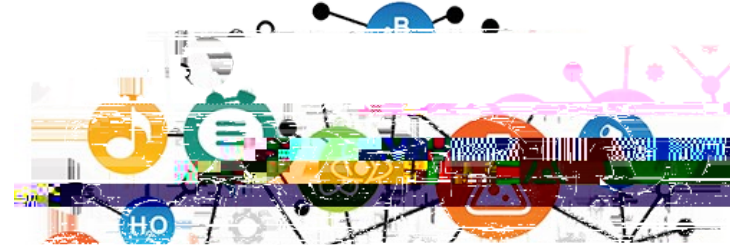




# Post-Award

## ***What we do***

- Set up awards and hold project initiation meetings (PIMs)
- Official liaison to sponsors
- Review and approve expenditures, cost transfers, budget revisions
- Facilitate prior approval requests (e.g. no-cost extensions, change in PI)
- Record effort commitments and approve changes to payroll allocations
- Manage effort reporting
- Review and approve sub-recipient invoices for payment
- Complete reports for sponsors



## **What We Do**

- Review of after the fact expenditures for allowability, allocability and consistent treatment of costs on sponsored projects
- Prepare and submit invoices
- Prepare and submit financial reports
- Financial closeout of sponsored projects

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