

COLLEGE OF HEALTH (COH)

FISCAL REVIEW AND APPROVAL PROCESSES FOR SPONSORED RESEARCH

The consistent growth of our research portfolio is a testament to the unwavering dedication, innovation, and leadership in research. To ensure that faculty effort complies with OSU policies and the requirements of funders, and to ease administrative burden, COH is dedicated to clarifying processes associated with sponsored projects.

This document outlines revised fiscal review and approval processes to:

1. Ensure that personnel effort on sponsored projects complies with [OSU policy](#) and regulatory requirements and that faculty effort is accurately allocated across the duration of the project.
2. Ensure that School Heads (SHs)/Associate Dean for Extension and Engagement (ADEE) have sufficient time to review applications for sponsored research, including budgets.
3. Reduce administrative burden on PIs in initiating and managing personnel-related expenditures for the duration of the award.
4. Clarify processes for approving and tracking faculty effort on sponsored projects, including the roles of SHs/ADEE and the ADR.

The processes and timelines for pre-award assistance and oversight and post-award labor distribution appear below.

PRE-AWARD ASSISTANCE AND OVERSIGHT

DEADLINE	RESPONSIBLE PARTY	ACTION
2 months prior to the sponsor's deadline or as soon as possible	All Investigators are required to work with the Research Office to prepare and submit applications for sponsored projects	Submit Proposal Assistance Request https://health.oregonstate.edu/research/support/request and Notify SHs/ADEE of intent to submit a proposal
10 business days prior to OSRAA deadline	ADR/Pre-Award Research Director (PARD)	If concerns about the allocation of faculty effort (e.g., effort levels or the relative distribution of effort during the academic year and summer months) are identified, notify SHs/ADEE
	SHs/ADEE	Clarify effort with PI/Investigators and notify ADR/PARD if budgetary changes are required
	Investigators/PARD	Address requested changes and inform SHs/ADEE
5 business days prior to OSRAA deadline	PARD	Route via Cayuse to SHs/ADEE and ADR for approval. Documents include budget, budget justification, and draft project narrative with timeline
3 business days prior to OSRAA deadline	SHs/ADEE	Notify PI/Investigators and ADR/PARD if changes to budget are needed. If not, approve application in Cayuse. If changes are required:
	Investigators/PARD	Address concerns and inform SHs/ADEE

2 business days prior to OSRAA deadline	SHs/ADEE/ADR	Approve in Cayuse* (this deadline is particularly important when other OSU units must approve prior to OSRAA deadline)
JUST-IN-TIME BUDGET MODIFICATIONS		
3 business days prior to sponsors' deadline	Investigators/PARD	If PI/Investigator effort changed in revised budget, submit budget and justification to SHs/ADEE
2 business days prior to sponsors' deadline	SHs/ADEE	Notify PI/Investigators and ADR/PARD of approval – or, if changes to budget are required:
	Investigators/PARD	Address changes requested by SHs/ADEE and upload in Cayuse for submission by OSRAA to the sponsor.

**In the unusual case that OSRAA requires budget modifications to investigator effort, the ADR/PARD will discuss changes with investigators and SHs/ADEE before approval.*

POST-AWARD LABOR DISTRIBUTION (LD)*

RESPONSIBLE PARTY	ACTION
Financial Strategic Services (FSS)	Notify SHs/ADEE and ADR of new awards
FSS	Meet with PIs upon execution of award to review the LD schedule for personnel based on the approved project budget and project timelines
FSS	Meet with PIs quarterly over the duration of the award (and monthly starting 120 days prior to closeout) for review and revision of the LD schedule as needed
PI/Investigators	If changes to the initial or currently approved LD schedule for faculty effort are required, submit revision and justification to SHs/ADEE for approval with copy to FSS
SH/ADEE	Notify PI/Investigator and FSS of approval or required changes to revised LD schedule
FSS	Modify the LD in accordance with approved LD schedule and include PI correspondence as documentation for the change, per OSRAA policy and compliance requirements

**Personnel effort reflected in the LD schedule must comply with OSU and sponsor policies and ensure the project can be successfully implemented.*