Office of Sponsored Projects

Our Mission: The Office of Sponsored Projects promotes and facilitates the acquisition of external funding to support Washburn University programs, projects and related activities.
Office of Sponsored Projects

Our Commitment: To achieve this mission, the Office of Sponsored Projects is committed to the following responsibilities:

• Work with University departments and personnel to foster grant interests and ideas
• Research and collect information about government and private sources of funding
• Develop and maintain a database of external grant activity
Our Commitment:

• Work closely with the Finance Office
• Coordinate grant activities with the other University departments and programs
• Organize information and develop training programs
Sponsored Projects

Sponsored Projects are defined as any externally funded activity that:
✓ Have a defined scope of work or set of objectives
✓ Involve a written agreement
✓ Include rights and access to results of this performance
✓ Require formal financial and/or technical reporting

The activities are:
✓ Enforceable by law
✓ Constrained by time and defined expenditures
WU Sponsored Project Criteria

• Federal, state or private funds
• Funds restricted to specific WU projects
• Documentation of expenses and outcomes
• Funds returned for failure to fulfill obligation
• Faculty/staff member serves as Principal Investigator (PI)
• Approval from Chair of Department, Dean of College, Vice President for Academic Affairs, and Vice President of Administration and Treasurer
OSP Services

• Individual consultation on any aspect of the grant process
• Training, workshops, and literature pertaining to grant funding, writing, development, and administration
• Analysis and interpretation of compliance related issues, rules, and regulations
• Database of grant funders and resources
Lifecycle of Sponsored Projects

Pre-Award
- Development
- Internal Approval
- Submission

Award
- Notification
- Negotiation
- Initiation

Initiation
- Conduct activities
- Manage project
- Monitor compliance

Post-Award
- Review financials
- Manage record retention
- Final reporting
- Audit

Closeout
Pre-Award Services

*Proposal assistance*, including:

- Review solicitation requirements
- Provide best practice recommendations for proposal development including:
  - Timeline
  - Narrative and project
  - Budget
- Pre-submission proposal review
- Detail compliance requirements (University and sponsoring agency)
Pre-Award Services

*Proposal assistance*, including:

- Identify and route campus approvals
- Identify and route certification and/or insurance documents
- Final grant preparation and submission
- Post-submission monitoring
Pre-Award Resources

OSP Forms Webpage: http://www.washburn.edu/faculty-staff/sponsored-projects/forms-applications.html

• Guide to Completing the Internal Approval Form
• Internal Approval Form
• Grant Reference Sheet
• Fact Sheet
• Budget Narrative and Worksheet Samples
• OSP Procedures Manual
Award Initiation Services

• Review and route official award documents
• Establish Banner grant fund account
• Host grant initiation meeting
• Assist with Banner training
• Advise PI on project implementation
Post-Award Services

Assistance with Award management, including:

• Sub award contract preparation
• Review approved grant expenditures
• Assist with financial tracking and reporting
• Financial report submission (federal awards)
• Cash management and accounting
Post-Award Services

• Identify issues of non-compliance
• Assist with financial audit
• Maintain original award documents, official financial records, & copies of all grant reports
• Facilitate budget modification or extension requests
• Assist with contract and subrecipient monitoring
Closeout Services

- Review agency-specific closeout requirements
- Prepare final financial data
- Submit final financial reports (federal awards)
- Point of contact for closeout activities and audits of sponsored projects
Next Steps

• Sign up for an email alert for grant announcements
• Try a search and compare the results
• Schedule a planning session with OSP
• Meet with other faculty/staff members to brainstorm project ideas
• Attend upcoming trainings
Save the Date

“Searching for Grants” February 24, 2:00 – 3:30 pm – Bennett 102
Seating is limited; Visit the CTEL website and register today!
https://www.eventbrite.com/e/searching-for-grants-workshop-registration-20074428155

“Writing the Grant” April 15, 2:00 – 3:30 pm – Vogel Room

“Writing Group-Kickoff” May 6, 11:30 am – 1 pm – Cottonwood Room
Writing Group – June Session June 3, 11:30 am – 1 pm – Cottonwood Room
Writing Group – July Session July 1, 11:30 am – 1 pm – Cottonwood Room
Writing Group – August Session August 5, 11:30 am – 1 pm – Cottonwood Room
Contact Information

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Contact Information

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