

CON Office of Research Administration	SOP: SPONSORED RESEARCH
Updated: January 2022	CON ORS 001

## Purpose

The purpose of this procedure is to clarify the roles, responsibilities, routing, approvals, and resources for researchers in the University of Tennessee (UT) College of Nursing (CON) related to stages of sponsored projects including pre-proposal, proposal development and Cayuse.

Abbreviations	Current CON Personnel
PI: Principal Investigator ORS: Office of Research Services CON: College of Nursing DRA: Division of Research Administration FMC: Financial Management and Compliance ORIED: Office of Research, Innovation & Economic Development NOA: Notice of Award PIF: Proposal Intent Form	Associate Dean for Research: Dr Tami Wyatt Director of Research Services: Nancy Taylor Administrative Assistant: Holly Hauck

## I. Award Closeout

Every attempt should be made to make sure all charges are posted prior to the project end date. No expenses that occur after the project date even if grant related are allowed. No prepayment of services is allowed on grants.

- a. Schedule of Final Charges (SFC) will be sent to the PI from SPA within 2 weeks of the project end date. The PI must meet with the Director of Research to review all remaining charges related to the project that have not posted or errors on final ledger to prepare an accurate report. This report must be submitted within 30 days of project end date.
  - i. Have all encumbrances been paid/released?
  - ii. Was cost share obligation fully met and well-documented?
  - iii. Has all work been completed? Was the final technical report submitted?
  - iv. Were there any inventions or patents to report?
  - v. Has property/equipment over \$5K been properly reported and tracked?
  
- b. **Final reporting**
  - i. Completing timely program-related final reports is the PI's responsibility.
  - ii. Sometimes a sponsor requires final reports be completed by the PI and submitted to the agency via OSP. Sponsors may also require that the final progress report be submitted through agency portals within a specified time. OSP will send confirmation to PI and ORS when report is submitted.
  - iii. Late reports are a risk to the University and may affect likelihood of future funding decisions.

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- iv. Financial Status Report (SF-425) or “FFR” forms are used by SPA to report financial information to sponsors and PI does not have responsibility for these. SPA typically copies the PI on sponsor communications.

**c. Inventions and Patents**

- i. Many sponsors require submission of a Report of Inventions form—even if there are no inventions to report.
- ii. The form is processed through OSP with the PI and the Director of Research Services’ assistance.

**d. Property**

- i. Disposition of property/equipment (units over \$5K) is required by federal sponsors.
- ii. Please contact the Director of Research Services and Budget Director on proper tracking and reporting. Form will be submitted by OSP.