PURPOSE:

To establish the responsibility for and describe the general nature of sponsor contacts, as the need for such contacts arises, during the negotiation and subsequent acceptance of an award (see Sponsored Programs Policy/Procedure B4, “Negotiations.”)

DEFINITIONS:

Grants Management Officer or Contracting Officer: A sponsor official designated to serve as the business manager of a particular project. This individual is authorized to make awards and award changes and is the focal point for all administrative and business matters, including interpretations of award regulations, policies, and provisions. The officer works closely with the program officer (see below) and must approve all changes to terms and conditions of awards, including period of performance, scope of effort, objectives of the project, budget revisions, and interpretations of statutes or regulations.

Program Officer: The principal operational person in a scientific/technological department (program areas) of a sponsor. Program Officers review, evaluate, and recommend a proposal for award. Prior to the award, the program officer will often engage in discussion with the principal investigator (PI) and university representatives, and after the award is given, they will monitor the award for progress. The program officer will work closely with the grants management officer (see above) in the administration of the project award.

POLICY:

Sponsor contact for all administrative/financial issues will be made by Research Administration for negotiations and award acceptance, and Sponsored Programs for issues related to award management. Only the appropriate sponsor officials will be contacted. Sponsor contact for all programmatic issues will be the responsibility of the Principal Investigator or his/her designee. If programmatic issues require renegotiation of the award, or financial changes to the award, the Principal Investigator will notify Research Administration or Sponsored Programs as appropriate.

REFERENCES:

None

PROCEDURES:

During the preparation of the proposal and any subsequent award negotiation:
1. The PI will contact the program officer for all technical matters in regards to a proposal. When other university employees must contact the program officer in regards to this proposal, they must obtain the PI’s approval.

2. A representative from the Research Administration (RA) and or the Sponsored Programs (SP) - Financial Administration and Expenditure Compliance Offices will be the primary contact with the sponsor grants management/contracting officer when administrative/financial issues relating to the project arise. Contacts made by the Principal Investigator, their administrators, project coordinators, etc. with the sponsoring agency, may be appropriate to ensure programmatic issues are resolved.

3. Copies of all correspondence, particularly those relating to fiscal matters, are to be sent to SP Financial Administration to be added to the university’s official award project file.

4. SP Financial Administration is responsible for determining if the administrative action taken by the sponsor has been duly authorized by the appropriate sponsor official.