

M | RESEARCH AND SPONSORED PROJECTS



RESEARCH PROJECT LIFECYCLE

• WHAT IS THE PROJECT LIFECYCLE?

The orsp.umich.edu website content is organized according to the lifecycle of a research project from the beginning proposal phases (pre-award), to the award start, maintenance, and closeout phases (post-award). Research projects are complex with regard to the business and the science and may last for decades.

• FIND FUNDING

Our orsp.umich.edu/find-funding section shares funding processes handled by the Office of Research. We encourage you to visit funding.research.umich.edu curated by the University of Michigan Library. It's a comprehensive directory of links, databases, in-person consulting and campus resources to identify sponsored opportunities to support your research.

• DEVELOP PROPOSAL

Work with your department administrator to start. Thoroughly read funding announcements. Defer discussions of indirect costs to ORSP and utilize us for negotiation and review of agreements. Leverage our signing authority ability on behalf of the University.

• ROUTE & SUBMIT PROPOSAL

Create a Proposal Approval Form (PAF). Begin it in your unit via the eResearch Proposal Management (eRPM) system. When complete and correct, route to ORSP well in advance of the sponsor deadline for the most thorough review.

Welcome to the University of Michigan!

U-M is widely recognized as one of the world's leading research universities and provides an exceptionally fertile ground for innovative and interdisciplinary research that underlies progress in all aspects of our society.

HOW ORSP CAN HELP

The **Office of Research and Sponsored Projects** (ORSP) is a unit of the Office of Research (UMOR). ORSP enables and safeguards the conduct of research and other sponsored activity for U-M. We apply specialized regulatory, statutory, and organizational knowledge in a timely and professional manner in order to balance the university's mission, the sponsor's objectives, and the investigator's intellectual pursuits.

WHAT IS SPONSORED PROGRAMS?

Sponsored Programs is ORSP's post-award partner in Finance. Sponsored Programs primarily handles financial post-award activities while ORSP reviews proposals and awards, negotiates agreements, and processes them to Sponsored Programs in Finance.

HOW RESEARCH FUNDING HAPPENS

Grants and funding requests for research are not written and submitted independently. At the most basic level a proposal must go through the U-M **eResearch Proposal Management System** (eRPM) and be released by ORSP.

WHAT IS A SPONSOR?

A sponsor is the company, entity, agency, or other party who designs and announces the research, typically funds the research, but may not actually conduct it. Research projects are typically funded by government (federal, state, local, or foreign) or private (industry, corporate, non-profit, or foundation) sponsors. When preparing a proposal to a potential sponsor, it is critical to read the funding announcement and to be familiar with sponsor requirements and what they seek.

WHO CAN HELP ME GET STARTED?

Your **first point of contact is your department Research Administrator (RA)** who can help with policies, processes, system and forms. If you do not know that person you can use ORSP's Blue Pages to lookup the name and contact information.

orsp.umich.edu/find-ra-blue-pages

“With more than \$1.3 billion in research expenditures annually, U-M is one of the world’s leading research universities,” S. Jack Hu, Interim Vice President for Research.

• SET UP PROJECT

After your proposal is awarded (or in preparation for an anticipated award) you may establish subaccounts, provide a genomic data sharing plan, request a hardship (a project grant number (PGN) set up in advance to allow funds to be expended prior to having an award in hand), taking PEERRS training, or requesting a budget reallocation.

• MANAGE A PROJECT

Managing a Project successfully means adhering to your reporting milestones, steadily spending your budget, monitoring subcontractors, hiring students, or managing the absence of a project team member.

• CLOSE OUT A PROJECT

The University has an obligation to sponsors to submit a final technical and financial report. Closing procedures may vary depending on the policies of the sponsoring agency. As the project comes to a close prepare to: finalize technical reports and financial status reports (FSRs); document discoveries, patents, inventions; carefully manage purchase at end of budget; transfer equipment.

• ETHICS & COMPLIANCE

The entire research project lifecycle rests upon a foundation of ethics and compliance supporting the research project from concept to completion.



WHAT IS ORSP’S ROLE?

As a unit of the Office of Research, ORSP primarily handles pre-award activities, but also has roles throughout the life of a project.

ORSP reviews and submits all proposals seeking external funding. ORSP assists faculty and principal investigators (PIs) wishing to conduct funded research, testing, or, to engage in research-related agreements with industry, non-profit, and governmental entities.

ORSP’s Project Representatives (PRs) work with all sponsors and their submission systems, policies, rules, and requirements, and during the pre-award phase, can help negotiate, facilitate and manage grants, agreements, and sponsored research relations with private sponsors.

WHAT IS SPONSORED PROGRAMS ROLE?

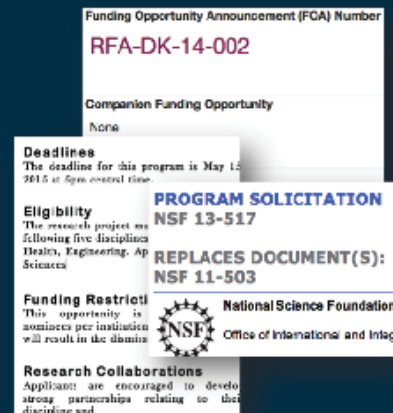
Sponsored Programs primarily handles financial post-award activities and oversees the financial aspects and research reporting to meet sponsor guidelines and reconcile Uniform Guidance issues. The Office of Contract Administration is part of Sponsored Programs and reviews and signs contracts and grants associated with the preparation or administration of Subawards. finance.umich.edu/programs

WHICH OTHER UNITS SUPPORT RESEARCH?

When building partnerships with industry sponsors, connect with the **Business Engagement Center** (bec.umich.edu). Similarly, work with any managed foundations through **Foundation Relations** (foundations.umich.edu). For incoming and outgoing material transfer agreements (MTAs), work with **TechTransfer** (techtransfer.umich.edu). Visit the **Research Ethics & Compliance** website to learn more about the many compliance touchpoints. research-compliance.umich.edu

HELPFUL HINTS FOR FACULTY AND RAs

1. Become an expert reader of **funding opportunities** and requests for proposal. They vary greatly even within agencies.



2. Your department-level research administrator (RA) is your first point of contact for your proposal. Use our **Blue Pages** to identify that person. orsp.umich.edu/find-ra-blue-pages.

3. Utilize our **Frequently Required Proposal Data**: orsp.umich.edu/frequently-required-data.

4. Route all proposal approval forms (PAFs) through eRPM. Send a complete and correct version to ORSP four (4) business days prior to sponsor deadline for most thorough review.

5. In early discussions with private sponsors, **defer indirect cost arrangements** to ORSP.

6. Utilize ORSP for negotiation and review of agreements. **Download templates** from our site. orsp.umich.edu/standard-agreements

7. Leverage ORSP’s signing authority and ability to accept grants on behalf of the University.

8. Stay tuned on news by signing up for **The RAP, RAPid**, and related newsletters. orsp.umich.edu/newsletter-signup

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