Welcome
The Office of Sponsored Programs (OSP) is the office at Pitt-Bradford dedicated to advancing academic and campus-life initiatives by assisting faculty and staff to secure funding from external sources.

By securing external funding, faculty and staff have the opportunity to:
- Advance research or scholarship interests
- Initiate or accelerate the development of a program or educational opportunities
- Contribute to the vitality of the campus, community and region

OSP Structure and Services
The OSP reports to the Office of the President and is available to assist faculty and staff from all units on campus—whether experienced grant-seekers or newcomers to the effort.

Ideas for proposals should be consistent with Pitt-Bradford’s Mission, Vision and Strategic Plan, and faculty and staff must have the approval of the Division Chair or supervisor to submit external funding proposals.

OSP services include the following:
- Assessing a Request for Proposal (RFP) for “goodness of fit”
- Assisting with proofing narratives and drafting budgets
- Assisting with letters of support from community partners
- Assisting with completion of electronic submission packages
- Preparing 0136 routing form, including obtaining requisite signatures
- Preparing and routing 0202 form upon notice of grant award
- Coordinating sub-contracts, and clinical and corporate contracts via Office of Research (OR) in Oakland
- Providing account management support including monitoring monthly level reports
- Submitting interim, final and closeout reports to the Office of Research Accounting (ORA) and/or sponsor
- Administering and monitoring indirect cost return funds (RDF)
- Overseeing compliance with University policy and federal regulations
Submitting a Proposal—Dos and Don’ts

- **DO:** Remember to be in touch with OSP as soon as you have interest in a grant project.
- **DO:** Be aware that the Campus President must approve any grants that involve matching funds or cost sharing.
- **DON’T:** Move forward with any project unless you have the approval of your division chair.
- **DO:** Ensure that you (and your co-PI) have updated Conflict of Interest SuperForms and have completed Pitt training modules for Research Integrity and Conflict of Interest: [http://www.research.pitt.edu/new-grant-proposal-test](http://www.research.pitt.edu/new-grant-proposal-test)
- **DO:** Be aware that a signed Intellectual Property Assignment Agreement is required for Federal grant proposals only.
- **DON’T:** Submit your proposal directly to a funder without working with OSP. This will only delay implementation and may jeopardize your funding requests.
- **DO:** Remember the timeline: Office of Research (OR) in Oakland requires all proposals five business days before the sponsor deadline. Pitt-Bradford’s OSP requires the complete proposal package seven business days before the deadline.
- **DO:** Remember OSP is the single point of contact with Pitt-Oakland’s OR and ORA. Do not contact these offices unless directed to do so by OSP staff.
- **DO:** Realize that, while some awards will be accounted for as gifts and thus processed through the Office of Institutional Advancement, please start the process with OSP.

Finding Resources—External Funding

**Internal Funding (Faculty only):**

To support and encourage research endeavors at the University, the Office of the Vice Provost for Research and various University of Pittsburgh departments offer a variety of internal research funding opportunities. Find out more at [http://www.research.pitt.edu/internal-funding-opportunities](http://www.research.pitt.edu/internal-funding-opportunities)

**External Funding:**

The Pitt research community has access to two large funding opportunity databases. In addition, Federal and State government databases are a valuable funding resource. Find more information at [http://www.research.pitt.edu/external-funding-resources](http://www.research.pitt.edu/external-funding-resources)

How to Contact OSP

**Ann R. Robinson**

Director of Sponsored Programs

Office Location: Hanley Library, Office of the President

Telephone number: 814-362-0255

Email address: arr3@pitt.edu