




Date: July 9, 2024

To: Investigators, College of Food, Agricultural, and Environmental Sciences

From: Cynthia Carnes   
Senior Associate Vice President for Research Operations

Re: Processing of Sponsored Research Proposals

Due to a number of factors, we currently have an unplanned and significant reduction in staffing in the Office of Sponsored Programs (OSP) assigned to support your college. While we have instituted interim measures to address the matter including reallocation of staff resources, we are making additional changes to mitigate the impacts, while supporting best practices in research administration. I am writing to share information about the **required** process that must be followed when submitting a proposal for sponsored funding, effective July 15, 2024.

Additional details are included below, but the main take aways from this message are as follows:

### Main Takeaways:

- **Notification to OSP:** PIs must notify the Office of Sponsored Programs (OSP) of their intent to submit a proposal at least 2 weeks before the due date. For GDSU assistance, submit the intake form at least 3 weeks in advance or work with your department grant manager within this same time frame.
- **Budget Review:** Proposal budgets must be reviewed and approved by your Sponsored Program Officer (SPO) before submission. Final budgets and justifications must be provided to your SPO no later than 3 business days before the due date. If the proposal involves subawards, notify your SPO at least 3 weeks prior and submit all related documents with the final budget.
- **ePA-005 Form:** Initiate the ePA-005 form, including the approved budget and justification, prior to proposal submission to confirm departmental and college support. If the ePA-005 is not submitted prior to the proposal, your proposal may not be submitted or if funded, accepted.
- **Final Proposal Review:** The full proposal package must be finalized for SPO review by 5 PM, one business day before the due date. This allows the SPO to check compliance with sponsor requirements and for the PI to make any necessary corrections.
- **Award Declination:** After July 15, If the process is not followed and a such a proposal is subsequently funded, OSP will decline to accept these awards on behalf of the University.

### Detailed information:

PIs are required to notify the Office of Sponsored Programs of their intent to submit a proposal. The Office of Sponsored Programs serves as the authorized signatory for all proposal submissions, so OSP involvement in

the proposal submission process is critical. Your assigned Sponsored Program Officer must be notified as soon as you are aware of your intent to submit a proposal, **or at least 2 weeks prior to the proposal due date**. If you are requesting GDSU assistance with your proposal, we recommend submitting the GDSU intake form at least 3 weeks in advance of the due date to allow ample time for GDSU to notify OSP of the submission. Please note that if OSU is a subaward to another institution, the lead institution may have a due date prior to the prime sponsor's due date for submission of subaward documents; it is the principal investigator's responsibility to submit documents to OSP in a timely manner to meet such due dates.

Proposal budgets are required to be reviewed and approved by your assigned SPO prior to submission to the sponsor. **Final budgets, including a final budget justification, must be provided to the SPO no later than 3 business days prior to the proposal due date.** The SPO must also review/approve the budget before the ePA-005 is submitted. If the proposal involves subawards, the subaward budgets, scopes of work, and Subrecipient Letter of Intent Forms must also be submitted to the SPO in conjunction with the final budget. For this reason, it is recommended that any proposal with subawards send a notification to your SPO at least 3 weeks prior to the proposal due date.

**ePA-005 forms are required to be submitted prior to each proposal submission.** The ePA-005 serves as the University's means of authorizing each proposal submission. It is imperative that these forms be submitted to confirm your department's and college's support of the proposal prior to submission. Please note that it is required that the approved budget and budget justification are attached to the ePA-005 when routing the document for approval.

**The full proposal package must be finalized for SPO review by 5 PM no later than 1 business day before the due date.** This will allow the SPO time to complete a full compliance review to ensure that all sponsor requirements are adequately met before submission. This also allows time for the PI to make corrections to the proposal package if any errors are noted in the proposal system. Failure to meet this requirement reduces OSP's ability to complete a full review, and OSP cannot ensure submission of the proposal if this requirement is not met. Please note that OSP's office hours are 8 AM – 5PM Monday-Friday. Proposals will not be submitted by OSP outside of this time period.

We ask for your cooperation in following the process outlined above. **After July 15, if the above process is not followed and a proposal is later funded, OSP will decline to accept these awards on behalf of the University.** While exceptions may be made on a case-by-case basis, there will need to be a written appeal justifying the exception, which will be reviewed for possible approval by the Associate Vice President, Office of Sponsored Programs and my office.

If you have submitted a proposal that did not follow the above ePA-005 process, please reach out to your SPO as soon as possible to loop them in. Proposals submitted before July 15 that did not follow the protocol may still be accepted if the PI takes action before July 25 to inform their SPO of the proposal submission, all compliance checks are passed, and the appropriate departmental and college level approvals have been secured.

Thank you for your attention and cooperation. If you have questions about this change, please contact me, Stephanie Harrier at [harrier.4@osu.edu](mailto:harrier.4@osu.edu) or James Duade at [duade.1@osu.edu](mailto:duade.1@osu.edu).

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