

Sponsored Project Initiation

After a sponsored agreement has been accepted, the Office of Sponsored Programs assigns an award number and grant number(s).

- The principal investigator is then responsible for initiating all project-related transactions, including submitting requisitions for any equipment, supplies, and services needed for the project.
- Staff is hired by requesting that the fiscal officer in the principal investigator's department enter the appropriate job description into the university's Human Resources System for review and approval.
- The principal investigator and the departmental fiscal officer should work together to ensure that personnel appointments are initiated in a timely manner and appropriately updated.
- While the principal investigator is the initiator of all actions related to the sponsored project, the Office of Sponsored Programs, academic unit, and the CFAES support staff are available to provide assistance. If any administrative problems arise during the life of a sponsored research agreement, the principal investigator should contact his/her sponsored program officer as early as possible.

More Information available at: <https://osp.osu.edu/administration/project-initiation/>