

**WEST VIRGINIA STATE
UNIVERSITY
BOARD OF GOVERNORS
POLICY**

OFFICE OF SPONSORED PROGRAMS

SECTION 1. GENERAL

Scope— This policy establishes the role of the West Virginia State University Office of Sponsored Programs (OSP) in the facilitation of all sponsored projects including the solicitation and administration of grants, contracts, cooperative agreements, and other externally sponsored awards and funds on behalf of West Virginia State University (WVSU), West Virginia State University Research and Development Corporation (WVSURDC), and the West Virginia State University Foundation (WVSUF). There are no exceptions to this policy. **All sponsored projects must complete the Office of Sponsored Programs Internal Approval Process.**

Authority— The West Virginia State University Board of Governors oversees this policy.

Effective Date: To be Determined

SECTION 2. Policy Statement

The West Virginia State University Office of Sponsored Programs (OSP) was established to provide information, procedures, deadlines, support, guidance, and internal processing to facilitate the development of internally and externally funded projects from the initial phase through final close out of the agreement. They provide the information, guidance, and support to all administration, faculty, staff and students for the solicitation and administration of grants, contracts, cooperative agreements, and other internally and externally sponsored awards on behalf of WVSU, WVSURDC, and WVSUF.

The office ensures sponsored projects are secured in compliance with internal policies and procedures and the respective funding agency guidelines by overseeing the approval of administrators, faculty, staff, and students associated with sponsored projects to ensure all parties are aware of guidelines, expectations, budget allocations, goals and outcomes.

Administrators, faculty, staff, employees and students of West Virginia State University (WVSU), West Virginia State University Research and Development Corporation (WVSURDC) and the West Virginia State University Foundation (WVSUF) must follow the guidance, deadlines, information, processes, and compliance set forth by the West Virginia State University Office of Sponsored Programs (OSP) when pursuing internally and externally funded endeavors. **All sponsored projects must complete the Office of Sponsored Programs Internal Approval Process.**

Only an Authorized Organizational Representative (AOR), and signing authorities such as supervisors and area vice-presidents can provide the approval to OSP during the internal approval process required to submit grant applications and commit West Virginia State University (WVSU), West Virginia State University Research and Development Corporation (WVSURDC) and/or the West Virginia State University Foundation (WVSUF) to the submission or acceptance of a sponsored project.

2.1 OSP Services

OSP provides pre-award, post award, and compliance services. The services provided by OSP include but are not limited to:

Assist in the identification of funding sources and monitoring of funding announcements across federal, state and private sectors.

Assist in the preparation of the proposal budget, the summary of current awards and pending proposals and other Institutional data; and timely submission of approved proposals that meet internal OSP deadlines.

Award acceptance, project administration, no-cost extensions, budgets, scopes of work and personnel modification, compliance monitoring including progress and final reports, time and effort reporting, and close out of the grant.

All Office of Sponsored Programs deadlines and checklist documentation requirements must be met to ensure timely grant submission. **All sponsored projects must complete the Office of Sponsored Programs Internal Approval Process.**

2.2 OSP Processes

A Principal Investigator (PI) is defined as the individual responsible for the scientific or technical direction of the project

Any WVSU, WVSURDC, and WVSUF administrator, faculty, staff or student planning to submit a proposal must contact OSP as soon as possible.

The PI is responsible for writing the proposal narrative and preparing any required documents. The PI is also responsible for obtaining cost share commitment documentation and required sub-recipient proposal information.

OSP will assist the PI in developing the project budget. All costs included in proposals must be allowable and allocable as required by internal policies and funder guidelines.

Grants, contracts and other agreements that obligate WVSU, WVSURDC, and WVSUF are expected to include full recovery of both direct and indirect costs. In the case that a funding opportunity specifically restricts indirect cost recovery or if a PI would like to

request an indirect cost waiver, OSP should be contacted immediately to facilitate the process.

All cost proposals that include an anticipated award of a subaward to another entity must include a proposal from the sub-recipient. Such a proposal will include a statement of work, budget, letter of commitment signed by the sub-recipient's AOR, and, if applicable, a written statement supporting any cost share commitments and any required application forms.

Occasionally, circumstances require that a proposal be withdrawn after it has been submitted to a sponsor. In such a case, the PI must inform OSP in writing that the application is to be withdrawn and must work with OSP to complete withdrawal from a sponsor.

The Office of Sponsored Programs is the only official source of information regarding sponsored programs at the University, and maintains a database on all sponsored programs at WVSU. Proposal submission and grant awards data is available upon request from the Office of Sponsored Programs.

SECTION 3. DEFINITIONS

Authorized Organizational Representative: The Authorized Organizational Representative (AOR) is an individual(s) who can represent, commit, and legally bind WVSU, WVSURDC, and WVSUF on applications, proposals, and contracts.

Principal Investigator (PI) / Project Director (PD): The individual responsible for the scientific or technical direction of the project. If more than one, the first one listed will have primary responsibility for the project and the submission of reports. All others listed are considered co-PI/PD, and share in the responsibility of the scientific or technical direction of the project. The term "Principal Investigator" generally is used in research projects, while the term "Project Director" generally is used in science and engineering education and other projects. For purposes of this policy, PI/co-PI is interchangeable with PD/co-PD.

Grant: provide financial assistance and stimulate a public purpose, research, or program. The recipient designs the scope and approach. The sponsor oversees and monitors the work without having any direct participation. Once awarded and accepted, the terms and conditions become a legally binding agreement tied to the funding. Grants provide funds with strict guidelines on how the money must be spent, alongside mandatory reporting requirements.

Contract: procure a specific product or service for the benefit of the sponsor or buyer. They involve strict adherence to terms, schedules, and specifications, and They are legally binding. The sponsor monitors extensively with strict deliverables and detailed regulations.

Cooperative Agreement: provides financial assistance with shared goals. They include joint decision-making and project guidance. The sponsor may guide, participate or approve project phases through substantial involvement.

Direct Costs: Direct costs are expenses tied specifically to a project. Key items include salaries, fringe, project specific supplies, participant support costs, and equipment.

Indirect Costs: Overhead expenses that support general business operations, but cannot be tied to a single project. For example, administrative salaries, utilities and office rent.

Cost Sharing or matching funds: Costing sharing or matching funds includes *all* contributions, including cash and in-kind, that a recipient makes to an award. If the award is federal, only non-federal expenses qualify as cost sharing, and each expense must meet the same allow ability tests (allowable, allocable, necessary/reasonable, and consistently applied) as any direct-charged expenses. Cost shared effort is part of the total committed effort for individuals working on the project. Reported cost share is auditable and must be allowable under cost principles and verifiable to financial records.

Subaward: A portion of a grant award that is passed from a prime awardee to a second organization to help complete a shared project. The organization receiving the subaward is referred to as the subrecipient.