

Information Resources About Sponsored Projects

- Publishes a *newsletter* that contains timely information about funding opportunities, research related activities at Central, grant proposal deadlines, and announcements of general interest
- Maintains a *research resource library* that contains agency regulations and application forms, reference books and manuals on research administration, how-to books on grant writing, and directories of foundation support
- Promotes *internal and external communication* regarding Central's sponsored programs

Sources of Funding Opportunities

- Administers and subscribes to web-based funding database services, providing the campus community with access to *InfoEd SPINwww*, *Community Of Science Funding Opportunities* and *InfoEd SMARTS/GENIUS registration/notification service* of funding opportunities
- Publishes *funding resource links, services and special announcements* on the Sponsored Research and Projects webpage <www.cmsu.edu/graduate>
- Administers *university grant programs* that provide funding for faculty, staff and graduate students through the Mini-Grant Program, University Research Program, Cooperative Project Development Program, Grant Enhancement Mentorship (GEM) Awards and Willard North Graduate Research Awards

Workshops, Seminars, and Courses Presented

- Coordinates and sponsors *informational workshops* that feature federal, state and industry program officers
- Conducts *training workshops* that identify sources of funding information, and facilitate grant proposal preparation, processing, and post-award procedures

Project Design

- Consults and assists in *project design*
- Provides *examples of various types of successful grant proposals* which can serve as models for new applications
- Provides coordination and consultation in the *design of institution-wide and multidisciplinary projects*

Grant Proposal Preparation

- Serves as a central *distribution center for standard application materials* to federal and state agencies
- Consults and assists in all phases of *budget design and preparation*

- Provides assistance in *completion of all paperwork and forms* (budgets, representations and certifications, and assurances)
- Provides *mentorship, editorial assistance, and critique* of grant proposals

Liaison With External Agencies

- *Identifies program officers* at external agencies to explore funding opportunities, to follow up on proposals, and to obtain feedback and reviewer's comments
- *Meets with program officers* to establish personal contacts and to discuss faculty research projects
- *Nominates faculty and staff* to serve on review panels, review boards, study sections, and ad hoc peer review groups
- *Provides consultation* on contacting and working with federal agencies and foundations

Campus Clearances and Proposal Transmittals

- Provides assistance in securing *institutional approvals and authorization signatures*
- Provides for *copy service, packaging and either mail or 24-hour courier delivery of proposals to external agencies* via commercial air express service
- Serves as a *clearinghouse for research administration activities* on the Central Missouri State University campus
- Coordinates *University-wide policies and procedures* relevant to externally funded programs

Negotiations

- *Negotiates pre-award and post-award budgets* with technical and fiscal agency officers
- *Facilitates obtaining matching funds* from institutional sources

Post-award Services

- Provides the necessary *institutional acceptance for awards*
- *Obtains budget account numbers* to establish spending authority for principal investigators /project directors
- Obtains approvals for *budgetary revisions and expenditures*
- Provides *closeout, final reporting, and termination assistance* for grants and contracts

Central Missouri State University Mission Statement

Central Missouri State University is a comprehensive, public university committed to service and excellence and dedicated to providing personalized higher education experience for a diverse body of students. Through a foundation in the liberal arts, professional degree programs, and use of current academic technologies, Central prepares students to be lifelong learners who are proficient in their fields of study, able to adapt to a changing world and contribute to the betterment of society. Central serves as Missouri's lead professional technology institution, and is committed to acquiring, disseminating, and utilizing technology to enhance the University's comprehensive educational mission and to enrich the lives of all Missourians.

The Graduate School and the Office of Sponsored Research and Projects Mission Statement

The mission of The Graduate School and the Office of Sponsored Research and Projects is to support and promote graduate scholarship. The Office of Sponsored Research and Projects (OSRP) serves as a support unit that offers assistance to the university community to fund their creative, scholarly, and research endeavors.

The Office of Sponsored Research and Projects
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Web Site: www.cmsu.edu/graduate

Central

Missouri State
University



Office of Sponsored
Research and Projects



Services for the
Campus Community

Central Missouri State University's James C. Kirkpatrick Library. Dedicated March 24, 1999

