

The Office of Sponsored Programs (OSP) is a centralized administrative unit, structured under the Office of the Vice Chancellor for Research and Strategic Initiatives and provides support to faculty in both pre-award and post-award administration. The OSP is authorized to assist Principal Investigators in the preparation and submission of sponsored projects, and to facilitate the administration of funded projects.

The basic role of the OSP is to serve as the primary support organization for sponsored programs at Southern University and A&M College. All federal, state and foundation awards administered by the University represent obligations of the University and, as such, are to be approved on behalf of the University by the Vice Chancellor for Research.

When an award for a sponsored project is made, the awarding agency, whether federal or state, makes the award to Southern University and A&M College. The Vice Chancellor for Research has been designated by the Chancellor as the Institutional representative in these matters.

The OSP serves as the intermediary between the funding agency and the Principal Investigator purposes such as negotiations, modifications and closeout of an award. In addition, the OSP has the responsibility of ensuring that all projects are performed in accordance with the awarding agency's governing regulations and guidelines.

MAILING ADDRESS FOR
PROPOSAL APPLICATIONS

P.O. Box 12596
Baton Rouge, LA 70813
Phone: (225) 771-2809
Fax: (225) 771-5231
E-mail: OSP@subr.edu

OSP STAFF

NORMA J. FRANK, PH.D.
DIRECTOR

Tiffany Wright, Assistant Director
Sara Martin, Pre-Award Specialist
Thomas Gibson, Jr., Post-Award Specialist

RAY BELTON, PH.D.
CHANCELLOR/PRESIDENT
Southern University and A&M College

MICHAEL A. STUBBLEFIELD, PH.D.
VICE CHANCELLOR
Office of Research and Strategic Initiatives

HUEY LAWSON
DIRECTOR
Title III

The OSP is a Title III Funded Activity



SOUTHERN
UNIVERSITY

AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF
SPONSORED PROGRAMS

*"Bridging the Gap
between Community & Industry"*

730 Harding Blvd.
Baton Rouge, LA 70807

(225) 771-2809

www.subr.edu/OSP

PROPOSAL SUBMISSION

The following items (at a minimum) should be included in the proposal packet at the time it is submitted to the OSP for review: (1) Request for Proposal (RFP), (2) Narrative & Objectives and (3) Budget & Justification. In some instances, staff may request additional information to assist in reviewing the document. Proposal packets with the required approvals should be routed to the OSP Pre-Award Specialist for review.

Proposals should be received AT LEAST FIVE working days prior to the submission deadline date. For questions please contact Sara Martin, Pre-Award Specialist, at 771-5893.

AWARD ADMINISTRATION

◇ Post-Award Orientation

In an effort to assist researchers in understanding the terms and conditions of the funded research award, the OSP has instituted Post-Award Orientation sessions for any Principal Investigator (PI) who receives a new award. The session will be conducted at the OSP at a time mutually convenient for the PI and the Post-Award Specialist. For questions, please contact Thomas Gibson, Post-Award Specialist at 771-4511.

◇ Project Monitoring & Administration

Federal and state laws require that contracts, grants, and cooperative agreements are monitored to ensure compliance with the terms and conditions of the awarding agency. As a result, PIs are required to submit progress reports and financial status reports to the awarding agency on a periodic basis. To assist researchers with



meeting the agency's deadline, the OSP monitors the reporting requirements and transmits a 30-day notification to the PI stating the agency's required report(s).

◇ Closeout Administration

The closeout process commences when the award expires, is terminated by the agency or by a party to the agreement. As the central repository of the official research records for SUBR, the PI is required to submit copies of all progress reports and any other required closeout reports to the OSP at the time of submission to the funding agency. If you have any questions concerning the OSP closeout procedures, please contact Tiffany Wright at 771-2809 ext 208.

RESEARCH AND COMPLIANCE OFFICERS

Office of Research & Strategic Initiatives
Dr. Michael A. Stubblefield, Vice Chancellor
(225) 771-3890

Finance & Administration
Benjamin Pugh, Vice Chancellor
(225) 771-5021

Office of Sponsored Programs
Dr. Norma J. Frank, Director
(225) 771-2809

Office of Sponsored Programs Accounting
Famika Sargent, Associate Comptroller
(225) 771-2492

Institutional Review Board (IRB) Chair
Dr. Patrick Carriere
(225) 771-5870

INDIRECT COST RATES

Research On	40.0% MTDC
Research Off	26.0% MTDC

FRINGE BENEFITS RATES

Full-time Faculty & Staff	38.52%
Part-time & Special Hire	7.72%

Employer Identification Number
1-726000817-A1

Current Registration
Central Contractor Registration (CCR)

DUNS/CAGE Code Inquiry
CAGE Code: 1MRL5
DUNS: 05-351-5743

Senators: Bill Cassidy and John Kennedy
Representative: Garret Graves
Congressional/Legislative District: Six

ADMINISTRATIVE OFFICE FOR NOTIFICATION PURPOSES

Norma J. Frank, Ph.D., Director
Office of Sponsored Programs
Southern University and A&M College
P.O. Box 12596, B.R., LA 70813
Phone: 225.771.2809
Fax: 225.771.5231
E-mail: OSP@subr.edu

AUTHORIZED SIGNATORY FOR INSTITUTION

Michael A. Stubblefield, Ph.D., Vice Chancellor
Office of Research and Strategic Initiatives
Southern University and A&M College
P.O. Box 9272, B.R., LA 70813
730 Harding Blvd., B.R., LA 70807