

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 70813-2596  
Phone: (225) 771-2809  
E-mail: [OSP@subr.edu](mailto:OSP@subr.edu)

WEBSITE  
[www.subr.edu/osp](http://www.subr.edu/osp)

## OSP STAFF

**NORMA J. FRANK, PH.D.**  
EXECUTIVE DIRECTOR

Tiffany Bessix, Assistant Director/Contract Specialist  
Karen Page, Pre-Award Specialist  
Carrie Adams, Grants Administrator  
Patricia Martin, Grants Administrator  
Chandler Modica, Grants Administrator  
Sumita Roy, Writing Editor

## INSTITUTIONAL OFFICIALS

**JOHN PIERRE, CHANCELLOR**  
Southern University and A&M College

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

**DESIREÉ HONORÉ-THOMAS**  
ASSOCIATE VICE PRESIDENT/SENIOR  
ADMINISTRATIVE OPERATIONS OFFICER  
Office of Finance and Administration



**SOUTHERN  
UNIVERSITY**

AND AGRICULTURAL & MECHANICAL COLLEGE  
**OFFICE OF SPONSORED PROGRAMS**

*"Bridging the Gap between  
Community and Industry"*

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[OSP@subr.edu](mailto:OSP@subr.edu)

[www.subr.edu/OSP](http://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 10 business days prior to the submission deadline date.*** For questions please contact Karen Page, Pre-Award Specialist at (225) 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.

### ◇ 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

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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 Bessix at (225) 771-2809 ext 208.

## RESEARCH AND COMPLIANCE OFFICERS

### Office of Research & Strategic Initiatives

Dr. Michael A. Stubblefield  
Vice Chancellor for Research  
(225) 771-3890

### Finance & Administration

Desireé Honoré-Thomas, Associate Vice  
President/Senior Administrative Operations Officer  
(225) 771-5051

### Office of Sponsored Programs

Dr. Norma J. Frank, Executive Director  
(225) 771-2809

### Office of Sponsored Programs Accounting

Roniece Lanus, Associate Comptroller  
(225) 771-0294

### IRB Research Oversight Committee

Dr. Fareed Dawan, Chairperson  
fareed.dawan@sus.edu

## INDIRECT COST RATES

Research On	43.0% MTDC
Research Off	26.0% MTDC

## FRINGE BENEFITS RATES

Faculty (Full-time)	33.88%
Faculty (Extra-Comp./Summer)	23.38%
Staff (Full-time)	35.10%
Staff (Extra-Compensation)	24.60%
Part-time & Special Hire	7.70%

*Employer Identification Number*  
1-726000817-A1

*UEI/CAGE Code Inquiry*

CAGE Code: 1MRL5

Unique Entity Identifier: H7CJA7NX9WN3

*Senators:* Bill Cassidy and John Kennedy

*Representative:* Troy Carter

*Congressional/Legislative District:* LA-002

## ADMINISTRATIVE OFFICE FOR NOTIFICATION PURPOSES

Norma J. Frank, Ph.D., Executive Director  
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## AUTHORIZED SIGNATORY FOR INSTITUTION

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