

Policies and Procedures

SECTION: Sponsored Programs Administration	NUMBER: 1	
CHAPTER: Sponsored Programs Administration	ISSUED: 10/2011	REVISED: 3/2013; 5/2017; 10/2020; 8/2021
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1. MISSION

The mission of Sponsored Programs Administration at Creighton University is to provide members of the Creighton University community with the services and resources they need to successfully obtain and manage funding for their creative, scholarly, service, and research endeavors; and to protect the interests of the University, Departments, and faculty by ensuring compliance with sponsor rules and regulations.

2. PURPOSE

The services and resources provided by Sponsored Programs Administration are designed to assist investigators and program directors with the following:

- Identifying funding sources
- Developing proposals
- Preparing budgets
- Obtaining, interpreting, and following grants and contracts management guidelines, policies, and regulations
- Coordinating institutional review and routing
- Accepting awards
- Preparing and submitting initial requests for fund numbers
- Approving expanded authority transactions
- Managing rejections and resubmitting proposals
- Handling post-award negotiations with granting or contracting agencies

3. OFFICE OF MANAGEMENT AND BUDGET (OMB) REGULATIONS GOVERNING SPONSORED PROGRAMS ADMINISTRATION

Creighton University, through Sponsored Programs Administration, is responsible for ensuring that the institution is in compliance with the Federal Regulations contained in the Office of Management and Budget (OMB) [*Part 200—Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards*](#) (“Uniform Guidance”), sponsor guidelines, and University policies

4. SPONSORED PROGRAMS ADMINISTRATION STAFF

Sponsored Programs Administration staff work together to provide these services. Each member, however, has primary areas of responsibility, as follows:

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Primary Sponsored Programs Administration staff:

- **Associate Vice Provost for Research and Scholarship:** Serves as Signing Official for grants, contracts or documents requiring the signature of an official authorized to bind Creighton University to certain obligations.
- **Director of Sponsored Programs Administration:** Provides overall administration and oversight of grants and contracts and assists in negotiations with granting or contracting agencies. Prepares and approves budgets and interprets sponsor guidelines. Collaborates and advises Grants Accounting on post award administration of all grants and contracts. Serves as an Authorizing Official for grant awards.
- **Sponsored Programs Administrators:** Provide proposal development support to faculty, staff or students applying for externally sponsored grants. Develop and present training for the InfoEd Electronic Research Administration System and troubleshoot system issues with users and system vendor. Provide pre-award compliance monitoring by performing the final institutional review of proposals prior to approving and submitting the application to the sponsor. Provide feedback to the individual applying and ensure corrections are made as required. Review award terms and conditions and provide necessary information to the post award office to establish the grant award budget in the institutional financial system. Perform ongoing compliance reviews for any other non-financial post award requirements throughout the life of the award. Communicate funding opportunity and agency guidelines or policy updates to the research community. Assist with the coordination and oversight of the internal grant program review process. Compile and analyze externally sponsored submission and award data reports as requested. Other duties as assigned.