

Policies and Procedures

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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:

- **Provost:** 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.
- **Senior Manager:** Assists with identifying funding resources. Reviews proposals and provides feedback regarding organization, format, and overall readability. With sufficient lead time, the Senior Manager may be able to suggest global revisions and organization for parts of the proposal and edit it to ensure consistency, readability, accuracy, and incorporation of applicable sponsor guideline requirements.
- **Senior Grants Specialist:** Maintains grant database, coordinates proposal routing, and assists the Director as needed. Assists with the preparation of grant budgets. Prepares and submits requests for fund numbers. Deposits checks. Maintains official grant file, including archiving of closed files according to Research and Compliance policy [“Retention of University Research and Compliance Records.”](#)

Research Compliance staff who support grant functions:

- **Research Compliance Education Coordinator:** Tracks Creighton University research employee compliance with educational requirements, including National Institutes of Health Financial Conflict of Interest tutorial, Responsible Conduct of Research, human subjects research, animal care and use, and others as applicable.