



THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH



The Office of Sponsored Programs

*A Unit of the Division of Research and
Innovation*



Overview

The Office of Sponsored Programs (OSP) is the central point of coordination for all sponsored awards at the University of North Texas Health Science Center. Sponsored Projects are required to comply with all applicable Regents Rules, System Regulations, federal and state statutes and regulations, UNTHSC Policies, and Sponsor terms and conditions.



OSP is primarily made up of 4 unique areas:

- ✓ Pre-Award
- ✓ Contract Administration
- ✓ Post-Award
- ✓ Accounting

Pre-Award

What we do

- Serve as the liaison to sponsors
- Review and interpret grant application instructions
- Provide technical assistance with pre-proposal or proposal preparation issues
- Complete university assurances/certifications
- Proposal review and approval
- Proposal budget review and approval
- Final proposal submission
- Provide training workshops upon request



Contract Administration



What We Do

- Review and negotiate award terms and conditions
- Establish, amend and execute outgoing subawards
- Review and execute non-financial agreements (Data Use Agreements, Memorandum of Understanding Material Transfer Agreements, Confidential/Non-Disclosure Agreements)
- Draft, review, and negotiate contract terms and conditions (Industry Sponsored Research and Testing Agreements, Investigator-Initiated Clinical Trial Agreements, Collaboration and Teaming Agreements, Professional Services Agreements, Grant Contracts, and Other research related agreements)
- Secure appropriate authorized official signature

Accounting

What We Do

- Review of after the fact expenditures for allowability, allocability and consistent treatment of costs on sponsored projects
- Prepare and submit invoices
- Prepare and submit financial reports
- Financial closeout of sponsored projects



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