

**OFFICE OF SPONSORED PROGRAMS
NOVA SOUTHEASTERN UNIVERSITY
POLICIES AND PROCEDURES**

PROPOSAL PREPARATION

SPONSOR CONTACT

EFFECTIVE 12-01-08, REVISED 12-26-2014

POLICY #8

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PURPOSE:

To establish the responsibility for and describe the general nature of sponsor contacts, as the need for such contacts arise, during the proposal development, negotiation, and post-award phases and subsequent acceptance of an award.

DEFINITIONS:

Grants Management Officer or Contracting Officer: A sponsor official designated to serve as the business manager of a particular project. This individual is authorized to make awards and award changes and is the focal point for all non-programmatic, administrative and business matters of the award, including interpretations of award regulations, policies, and provisions. The Grants Management Officer/Contracting Officer works closely with the Program Officer (see below) and must approve all changes to terms and conditions of awards, including period of performance, scope of work, and objectives of the project, budget revisions, and interpretations of statutes or regulations. Only the Grants Management Officer and the Contracting Officer have the legal authority to bind the federal government or sponsoring agency as well as obligate funds, and are the only officials that can revise the terms of the grant, cooperative agreement, or contract.

Program Officer: The principal operational person in a scientific/technological department (program areas) of a sponsor. Program Officers review, evaluate, and recommend a proposal for award. Prior to the award, the Program Officer will often engage in discussion with the Principal Investigator/Project Director (PI/PD) and university representatives, and after the award is given, they will monitor the award for progress. The Program Officer will work closely with the Grants Management Officer (see above) in the administration of the project award. The Program Officer cannot change the terms or conditions of the grant, cooperative agreement, or contract.

POLICY:

Sponsor contact, when required for programmatic guidance or inquiry, will be made by the PI/PD. Sponsor contact for non-programmatic, administrative, and business aspects of the award, including interpretations of award regulations, policies, and provisions, will be made by the Office of Sponsored Programs (OSP). Only the appropriate sponsor officials will be contacted.

REFERENCES:

None.

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PROCEDURES:

During the proposal development, and any subsequent award negotiation and post-award phases of a sponsored project, the following procedures will be followed:

1. The PI/PD will be the contact with the Program Officer when programmatic guidance is needed. If university employees other than the PI/PD (or OSP) must contact the Program Officer in regards to this proposal, they must obtain the PI/PD's approval.
2. A representative from OSP will be the contact with the Grants Management/Contracting Officer when administrative issues relating to the proposal or award arise.
3. Copies of all correspondence, particularly those relating to fiscal and administrative matters, are to be sent to OSP to be added to the official award file (refer to OSP Policy No. 26 – *Official Award File and Records Retention*).
4. OSP is responsible for determining if the administrative action taken by the sponsor has been duly authorized by the appropriate sponsor official.