

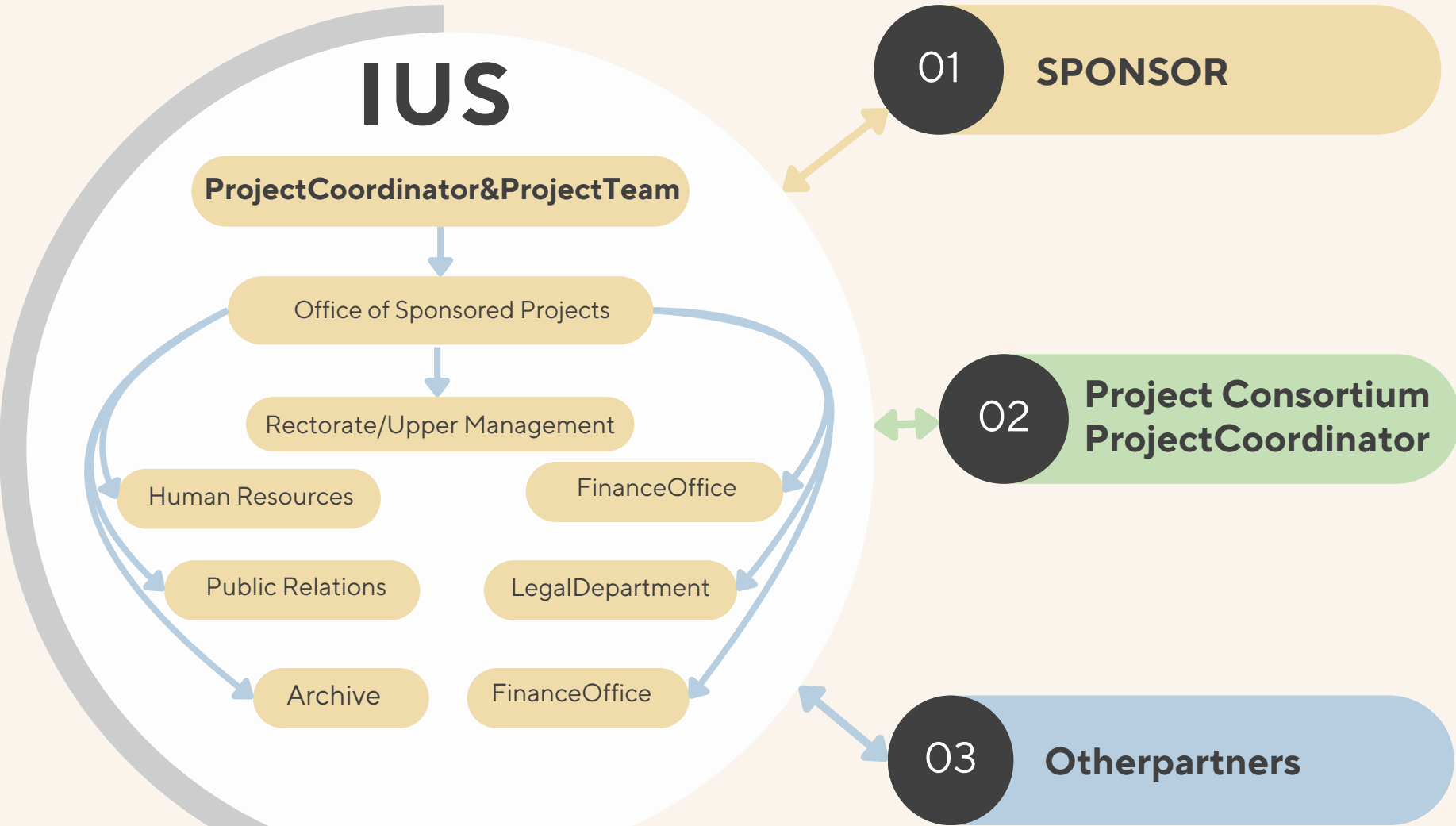


## Define Sponsored Projects

- Are these donations/gifts (i.e., is the funding agency expecting something in return, or are there strings attached)?
- As a condition of receiving sponsor support, the University must adhere to the following requirements and policies (i.e., responsible stewardship):
  - Spend funds properly, in accordance with sponsor and university guidelines.
  - Submit progress reports on time.
  - Comply with all applicable national laws, statutes, executive orders, and university policies.
  - Protect human and animal research subjects and the environment (i.e., through Ethical Committee review).
  - Acknowledge the support of the sponsoring agency.



# Identify the key players involved in sponsored projects





# Identify the sponsored project lifecycle phases



## 1. GENERATING YOUR IDEA

- Contact OSP
- Embrace collaboration with your colleagues at IUS
- Inform your Dean
- Open communication and a "we're in this together" approach are key when applying for projects and implementing them at IUS.

## 2. FINDING FUNDING

- Contact OSP. Talk to your colleagues at other institutions and in other countries get involved in COST Actions
- Network
- "I found a grant to apply for!"
- Contact OSP
- Begin the IUS application process



### 3.DEVELOPING YOUR PROPOSAL

Before you do any work on your project proposal or application – contact OSP.



- Project Proposal Form – Rector's approval is required.
- What happens if there are too many applications?
- Create an application timeline and follow it!
- Give yourself plenty of time.
- Grant writing takes time!
- Carefully read and follow the guidelines.
- Identify your needs, focus, and partners.
- OSP helps with writing the proposal and providing institutional data.
- Be realistic when designing the project.
- Apply early – plan to have everything done one week before the deadline.



## 4. SUBMITTING YOUR PROPOSAL



- OSP reviews the proposal
- Checks for adherence to Sponsor's guidelines (i.e. pg limit, formatting, etc)
- Gathers supporting documents
- Ensures that all mandatory fields are completed and looks for:
  - Documents that must be included
  - Documents that should not be included
- OSP submits the project proposal/application
- If rejected, revise your proposal and reapply!



## 5. AWARD NEGOTIATION AND SET-UP

### Your project was selected!

- Contract is reviewed/negotiated if needed
- IUS signs the main contract with the Sponsor Project Coordinator signs a project engagement agreement with IUS
- Kick-off meeting with Project Coordinator, OSP, General Secretary, Legal Advisor, and Finance Office
- Project team members



## 6. MANAGING YOUR AWARD

- Implementation/ project activities begin
- Work packages/milestones
- Equipment purchase
- Subcontracting/contracts
- Reporting Changes/approvals/updates news



## 7. PROJECT CLOSEOUT

- Grant Agreement Reports (narrative/technical and financial)
- Sponsor reviews (may request changes)
- Final payments
- Equipment
- Archive all records required by the terms of the grant

