



Office of Sponsored Projects

The Office of Sponsored Projects (OSP) partners with the GW community to facilitate and promote externally funded research and scholarly pursuits of faculty and staff.

OSP delivers responsive, customer-centric services and management throughout all stages of sponsored projects administration, pre-award through post-award. OSP is responsible for institutional review and approval for extramural proposal submissions; receives, accepts and administers awards; negotiates contracts, grants, cooperative agreements and other sponsored agreements on behalf of the university, and provides central oversight and stewardship for sponsored projects administration at GW.

Pre-Award Services

Pre-Award Management

- Proposal development guidance. Interpretation and assistance on proposal guidelines, requirements and compliance.
- Collaboration with PI and department staff to access and navigate electronic submission platforms.
- Incoming award transfers
- Proposal budgeting assistance and workshops
- Coordination, review and submission of revisions and Just In Time requirements
- Review, authorization, and submission of all proposals to external sponsors.

Award Acceptance & Negotiation

- Negotiation and acceptance of research and other service agreements on behalf of GW.
- Works with other GW departments to assure agreements are compliant with GW policies.
- Develop and negotiate non-financial research-related agreements (teaming agreements, confidentiality agreements, etc.).
- Review and interpretation of award terms and conditions at pre-award and award stages.
- Training on award terms and conditions

Post-award Services

Award Set-up & Sub-award Management

- Account set-up in GW financial system for sponsored awards.
- Account set-up for committed cost-share associated with externally-sponsored funding.
- Issuance of account numbers for charging expenditures to sponsored awards.
- Activation of administrative and at-risk accounts.
- Implement modifications and amendments for existing awards.
- Develop and negotiate sub-award agreements sponsored by GW.
- Management, invoicing, reporting and close-out for all sub-awards sponsored by GW.

Post-Award Management

- Assist PI and departments in sound fiscal management of sponsored award.
- Conduct award “kick-off” meetings with PI on new awards at PI request.
- Review and approve award expenditures.
- Monitor award transactions to ensure compliance in meeting federal regulations, sponsor terms and conditions, and GW policy.
- Assist with sponsor requests for extensions, re-budgeting and other actions requiring university or sponsor approval.
- Provide guidance and assistance in resolving financial management concerns on sponsored awards.

Contact us: