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’s and departments in sound fiscal management of sponsored award.
- Conduct award “kick-off” meetings with PI’s on new awards.
- 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:

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