



DIVISION OF RESEARCH AND GRADUATE STUDIES

**SPONSORED PROGRAM PROPOSAL SUBMISSION AND AWARD
ACCEPTANCE POLICY**

RESPONSIBLE ADMINISTRATOR: VICE PRESIDENT FOR RESEARCH

RESPONSIBLE OFFICE(S): OFFICE OF SPONSORED PROGRAMS

ORIGINALLY ISSUED: JUNE 2012

APPROVALS:

APPROVED BY:

Thomas Piechota, Vice President for Research

6/26/12
Date

APPROVED BY THE PRESIDENT:

Neal J. Smatresk

6/26/12
Date

REVISION DATE:

N/A

STATEMENT OF PURPOSE

The purpose of this policy is to identify the required approvals for all sponsored program proposals and awards.

ENTITIES AFFECTED BY THIS POLICY

All UNLV employees who submit sponsored program proposals for external funding.

WHO SHOULD READ THIS POLICY

All UNLV employees who plan, develop, and submit sponsored program proposals for external funding and all UNLV employees who review sponsored program proposals and awards.

POLICY

In accordance with the NSHE Board of Regents Handbook, Title 4, Chapter 10, Section 8 (III),¹ "Institutional contracts and sponsored programs must be submitted to the institution's President for approval of the conditions and/or contents of the contract or sponsored program...." The president has delegated authority for oversight of all sponsored programs to the Office of Sponsored Programs.²

The Office of Sponsored Programs (OSP) must review, guide necessary revisions, and approve

all sponsored program proposals prior to their submission to any external funding organization. Additionally, OSP holds institutional signature authority on acceptance of all sponsored program awards³ and, thus, must review and approve all such awards before they are finalized. OSP is the only university unit allowed to accept sponsored program awards.

Prior review and approval from the Chair and/or Center Director and Dean are also required for proposal submissions. These prior internal approvals must be documented on an OSP Internal Routing Form⁴, which must accompany all proposals when they are submitted for OSP review.

Faculty and staff are not authorized to commit the institution through proposal submission or award acceptance. Failure to obtain the required university approvals before submission may result in a refusal to accept or support an award or proposal.

RELATED DOCUMENTS

¹NSHE Board of Regents Handbook, Title 4, Chapter 10, Section 8 (III)
<http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4-CH10%20-%20General%20Business%20Management.pdf>

²Sub-delegation of President's Signature Authority
<http://research.unlv.edu/osp/pdf/SignatureDelegationSponsoredPrograms.pdf>

³The definition of sponsored program awards is included in the policy on "Distinguishing Between Gifts to the University and Sponsored Projects," found on the web at
http://research.unlv.edu/osp/pdf/gift_unlv_sponsored_projects.pdf.

⁴OSP Internal Routing Form http://research.unlv.edu/forms/all/OSPRoutingFormrev1_12.pdf

Office of Sponsored Program Website <http://research.unlv.edu/osp/>

Office of Sponsored Program Proposal Deadline Procedures
<http://research.unlv.edu/policies/pdf/OSPPProposalDeadlinePolicy.pdf>

Research Information and Responsibilities at the University of Nevada, Las Vegas
http://research.unlv.edu/osp/pdf/researchers_responsibilities.pdf

CONTACTS

Vice President for Research
Executive Director, Office of Sponsored Programs

DEFINITIONS

Sponsored Program

A sponsored program is an agreement formalizing the transfer of money or property from a sponsor to support a project that is typically funded based on an outcome driven proposal. The project can be either for the intent to carry out a public purpose or to provide a direct benefit to the sponsor. Sponsored programs are enforceable by law and are governed by terms and conditions. Specified objectives are usually accomplished within a specified time frame, with payment being subject to revocation. Sponsored programs can come in various forms including, but not limited to, grants, contracts, and cooperative agreements.