

Overview of the Office of Sponsored Programs

Workshop Description

The Office Sponsored Programs' (OSP) staff will provide a general overview of the operations of OSP and discuss the life cycle of a sponsored project. What is our mission and purpose? What services do we offer? What happens at the pre-award stage? What happens at the post-award stage? These are just a few of the questions that will be answered during this workshop. This workshop is ideal for new faculty, research administrators, and/or graduate research assistants. (1.5-2 hours)

* Required for VT Research Administrator Certificate Program

Workshop Assumptions

1. Participants should have some involvement in research administration

Workshop Objectives

1. Provide an overview of the OSP to include its mission, purpose, functions and statistics specific to the research enterprise of Virginia Tech
2. Provide a basic overview of the lifecycle of the project from proposal to close out
3. Provide basic budgeting steps for successful budgets
4. Provide information on OSPs training program

Instructional Outcomes

1. Participants will have an understanding of OSPs role within the University
2. Participants will know who to contact from OSP for assistance in their respective department/field
3. Participants will know where to locate policies and procedures for sponsored research
4. Participants will be cognizant of the basic processes and procedures of OSP
5. Participants will understand the responsibilities of the PI and OSP
6. Participants will be cognizant of other resources available to them in regards to research administration