

The University of Tennessee at Chattanooga

Office of Grants & Research (OGR)

OGR Responsibilities and Services

The Office of Grants and Research (OGR) at UTC is a service unit within the Division of Academic Affairs that assists faculty and staff in obtaining external funds. We offer assistance across the entire spectrum of sponsored programs activities, from identifying a potential source of funding to reviewing the terms and conditions of awards made to the institution.

The responsibilities of OGR fall into six major categories:

1. Information and communication

- Serves as point of contact for information regarding the institution's research-related capabilities and the faculty research and scholarly interests
- Maintains a library of funding sources and guides for proposal development
- Screens various publications for grant opportunities and distributes information to the faculty and staff
- Interprets the policies and procedures of governmental funding agencies
- Maintains membership with the Grants Resource Center (located in Washington, DC) which provides a wide variety of services to support sponsored projects activities
- Maintains a grant and contract database and provides regular reports on the institution's sponsored projects activities
- Provides legislative updates about programs and trends affecting higher education
- Presents workshops for faculty and staff
- Sponsors presentations by representatives of external funding agencies

2. Proposal development

- Identifies potential sources of support for research and scholarly activities
- Assists in obtaining appropriate program guidelines and forms for application
- Clarifies the potential sponsor's requirements
- Provides information on internal procedures (human subject, animal subjects, budget information, intellectual property, etc.).

- Assists faculty and staff members with developing proposal texts and budgets
 - Provides institutional data for inclusion in proposals, as needed
 - Secures funded proposals for review by PI
 - Assists in external reviewer/mentor selection and secures reviewer/mentor.
 - If the proposal was previously submitted and not funded, provides assistance in obtaining reviewers' comments and defining how to incorporate changes into the proposal draft.
3. **Internal awards for faculty and staff**
- Administers fund which supports proposal writers through assistance in traveling to sponsors, purchasing equipment, hiring external reviewers, and providing Research Associate awards (course release)
4. **Review and approval of all grant and contract proposals to outside funding agencies**
- Reviews and approves all proposals submitted to external agencies for compliance with university policy
 - Assists with development of memoranda of agreement and other contracts
 - Coordinates the procedure of obtaining the required signatures for approval of all proposals
 - Reviews all documents submitted and oversees the transmittal of proposals to external agencies
 - Maintains the official University files of all submitted proposals and all contracts and grants awarded
5. **Administration of the University's research policies**
- Drafts, interprets and implements University policies related to grants and contracts
 - Reviews, interprets and disseminates policies of private and governmental funding agencies
 - Coordinates the administration of University compliance with regulatory issues (misconduct in science, conflict of interest, intellectual property)
 - Coordinates the institutional review of and compliance with regulations of research involving hazardous materials, biosafety issues, human subjects, or animal subjects
6. **Post-award services**
- Negotiates and approves grant and contract awards for the University with funding agencies
 - Requests restricted account set-up
 - Authorizes all budget modifications
 - Negotiates extensions or continuations of funding
 - Reviews and approves performance reports
-