

University of Tennessee at Chattanooga

Welcome New Faculty!

*Presented by: Meredith Perry
Assistant Vice Chancellor for Research
Office of Research and Sponsored Programs*



OFFICE OF RESEARCH & SPONSORED PROGRAMS

ORSP

109 Race Hall
WWW.UTC.EDU/ORSP

WHO WE ARE

Meredith Perry
Assistant Vice Chancellor for Research
Meredith-perry@utc.edu

Terri Bearbower
Research Office Manager
Terri-Bearbower@utc.edu

PRE-AWARD SERVICES

Ashley Ledford
Director, Pre-Award Services
Ashley-Ledford@utc.edu

Todd Doman
Grant Specialist
Todd-doman@utc.edu

Lindsey Nabors
Pre-Award Coordinator
Lindsey-Nabors@utc.edu

POST-AWARD SERVICES

Angie Morelock
Director, Post-Award Services
Angie-Morelock@utc.edu

David Veazey
Award & Contract Specialist
David-Veazey@utc.edu

We Shall Achieve

ORSP Mission

The Office of Research & Sponsored Programs (ORSP) seeks to promote scholarship, research, creative activities, and engagement by encouraging and providing comprehensive support to faculty and staff in the pursuit of sponsored programs.

ORSP Service Areas

Pre-Award Services

- Research Development
- Proposal Development
- Budget Preparation
- Compliance Review
- Submission Support
- Just-In-Time Requests

Post-Award Services

- Award Intake & Transfers
- Research-Related Contracts
- Subaward Origination
- Account Set-Up Request
- Agency Prior Approvals

Research Development

- Identifying Funding Opportunities – Pivot, Grants.gov, etc.
- Individualized Research Strategic Planning
- Limited Submission Competitions
- SciENCv / Current & Pending Support Forms
- Grant-writing workshops and professional development opportunities related to research and sponsored programs

Proposal & Budget Preparation*

- Resources & help getting started – sample funded proposals, application guidelines, timelines, checklists, etc.
- Assistance and guidance with budget development
- External scientific/technical review & critique prior to submission
- Editorial review and feedback
- Just-In-Time Requests from the sponsor

**NOTE: preparation support requires sufficient lead-time!*

Proposal Review & Submission

- Pre-award Checklist – review of proposal covering agency/sponsor requirements, UT fiscal policy, budget review, research compliance considerations, etc.
- Cayuse – proposal & award management system; internal routing for proposals and contracts, award processing, and system-to-system submission to grants.gov.
- Submission to Sponsor – Help complete agency forms and submit the proposal to the funding agency, with sufficient lead time.

Research-Related Contracts

- **Contracts can take many forms!** *Award Contracts, Non-Disclosure Agreements, Material Transfer Agreements, Data Use Agreements, Award Transfers, Memoranda of Agreement/Understanding, Click-Through Agreements, Licensing Agreements, etc.*
- **DO NOT SIGN THEM!** Only the VCR is authorized to sign research-related agreements and contracts.
- Whenever a signature is required on behalf of the institution, check with ORSP!

Award & Postaward

- Award Review & Intake (New, Continuing, Transfers)
- Grant Account Request to Accounting Services
- Subaward Origination & Execution
- Post-award, Agency Prior Approvals
Personnel Changes, Sponsor-Required Budget Revisions, No-Cost Extensions, Funding Supplements, Grant Transfers, etc.

Related Offices to Note

- Office of Research Integrity (ORI)
- Accounting Services – Sponsored Pgm Accounting
- UTC Research Institute – HPC Data Center, Research focus areas in Quantum Data Science & Transportation / Mobility
- University of TN Research Foundation – Invention Disclosures & Technology Transfer
- Undergraduate Research & Creative Endeavors
- Vice Chancellor for Research
- Safety & Risk Management

Position Yourself for Success!

- Contact ORSP if you are transferring awards or equipment.
- Claim your Pivot profile and search for funding opportunities.
- Schedule an ORSP consultation for research strategic planning and/or SciENcv development.
- Participate in grant-related workshops & seminars.
- Become familiar with [UT Policies](#).
- Pursue internal & external collaborations.
- Consider internal grant opportunities.
- Reach out to ORSP early & often!

Thank You!

Have Questions?

Interested in Learning More?

Ready to Get Started?

Please call or visit ORSP!

Meredith's Direct Line: x2232

Meredith-Perry@utc.edu

Race Hall 109; www.utc.edu/orsp