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SECTION: RESEARCH**AREA: SPONSORED RESEARCH ADMINISTRATION****SUBJECT: GRANTS AND CONTRACTS PROPOSAL/AWARD PROCEDURES**

POLICY

The Office of Research Administration (ORA) supports the sponsored research efforts of departments within the University of Arkansas for Medical Sciences. ORA concentrates the functions required to process research applications and to provide information and advice related to the University's sponsored research program. The ORA staff operate with the goal of detailing the administrative/accounting aspects of sponsored research while maintaining a necessary level of coordination between the activities of principal investigators and project directors and the rules and regulations under which the University operates. The ORA offers services in the areas of research administration, sponsored research funding source identification, proposal development, faculty research interest identification, research sponsor interface, contracts, and subcontracts.

PROCEDURE

- (1) The ORA serves as the central information and clearance office for matters of sponsored research or related administration issues. The ORA offers services such as; formatting and calculating proposal budgets, obtaining acceptance signatures for awards received, providing research administrative statistics, developing and producing research-related agreements and other sub-awards.
- (2) The staff of the ORA assist in identifying sources of potential funding for researchers and contacting potential sponsors for investigators.
- (3) The ORA staff is available to assist researchers in the grantsmanship process. The staff coordinates researchers' interest with the extramural research requirements of sponsor agencies. An additional function of the ORA staff is making enquiries regarding funding needs of investigators and the status of their applications.
- (4) Specific instructions on developing and writing proposals may be found in Appendix J of the Research Administration Guide.
- (5) Contact the Office of Research Administration at extension 65502 for assistance and additional information.