

OSP-CFR Workflow for Gifts that Support Projects

This Workflow plan has been developed to maximize the services of the Philanthropic and Alumni Engagement (PAE) [Corporate and Foundation Relations \(CFR\)](#) team and the [Office of Sponsored Programs \(OSP\)](#). It focuses specifically on [Policy AO 46, Gifts that Support Projects](#) and [Procedure AO 46, Gifts that Support Projects](#) to ensure that the strongest proposals are submitted to nonprofit funders in a coordinated, compliant, and efficient manner.

CFR has additionally identified, prioritized, and designated a special group of private and philanthropic funders as [Select Funders](#) based on their strategic importance to the University. For the Select Funders, CFR leads communications and, together with OSP, coordinates proposal submissions, and award management. The core procedural distinction is that communications to Select Funders are exclusively coordinated and carried out by CFR.

To strengthen relationships and maximize the funding secured by Pitt from philanthropic organizations, whether designated as Select Funders or not, OSP and CFR have developed this procedure to ensure mutual understanding of the steps needed to ensure success.

Concept Development and Proposal Development

CFR aids Principal Investigator (PI) and departmental research administrator in Letter of Inquiry (LOI) and proposal development.

1. Department Chair supports the Faculty PI efforts to seek funding for their project, including approval and commitment of any funder-required matching resources.
2. Faculty PI engages departmental research administrator and CFR staff to:
 - a. Jointly review funder requirements, assign next steps
 - b. Jointly review internal requirements, assign next steps and act on those requiring long lead times for approval
 - c. Jointly develop concept and draft budget
 - d. Share drafts internally
 - e. Meet Department and School review requirements and deadlines

Limited Submissions (as applicable)

3. For a [Limited Submission](#) opportunity, the PI, Chair, and possibly the departmental research administrator follow internal procedures to secure University selection to develop a proposal ([Limited Submission FAQs](#)). OSP posts internal and funder requirements, and CFR may assist PIs to best understand the funder and opportunity.

The PI follows this internal Limited Submission process:

- a. Permissible number of applications from University is defined by funder
- b. PI may enlist CFR guidance to the Limited Submission opportunity (optional)
- c. PI drafts and submits internal application through OSP's [Competition Space](#) portal
- d. Internal deadline may be more than a month prior to the funder submission
- e. OSP manages the review of internal applicants to select the institutional nominee(s).
- f. Selected PI nominee moves to Proposal Submission phase, as follows

Proposal Submission

4. Departmental research administrator begins a Funding Proposal (FP) draft in MyFunding, selecting "Other (Submitted by Department)" as the method of proposal submission. This allows OSP to conduct administrative and compliance review before the department and CFR submit to the funder.
5. Departmental research administrator requests indirect cost waiver ([IDC waiver](#)), if applicable, 10 days in advance of anticipated submission date.
6. CFR, PI, and departmental research administrator will together satisfy School, Department, and CFR review requirements in advance of the OSP deadline, and PI certifies complete application, **four days prior to funder submission**.
7. CFR coordinates and finalizes funder-mandated application requirements. CFR proposal assistance includes the following steps prior to OSP's review deadline:
 - a. Edit and review of narrative elements (final draft due 5 business days before funder submission)
 - b. Review budget to ensure its alignment with proposed activities (final draft due 5 business days before funder submission)
 - c. Assist in soliciting and collecting internal and external letters of recommendation (PI to plan for 10+ business days for this step)
 - d. Assist in securing institutional signature endorsements (PI to plan for 5+ business days for this step)
 - e. Enter web portal account for proposal submission and to verify application elements. If the portal provides information on **agreement terms for awards, this information will be shared with OSP** to address any issues prior to proposal submission.
 - f. Assemble other funder-mandated materials and university-level institutional information (example: 501c3 letter)
8. OSP requires department to submit MyFunding FP, PI certified, to OSP at least 4 business days prior to funder submission.
9. OSP administrative and compliance review includes:
 - a. Limited Submissions - Confirm [Limited Submission](#) process is followed, if applicable.
 - b. Web Portal – accessed and verified
 - c. Budget – Verify appropriate fringe and indirect cost (IDC) rates, total costs are within proposal limits
 - d. Indirect Costs (IDC) - If IDC proposed by the investigator is less than funder's written proposal guidelines or published policies, then the [IDC waiver](#) must be requested by the department.
 - e. Compliance – Including, but not limited to, COI annual disclosures are current for all named study personnel; approval for Regional Biocontainment Laboratory (RBL) if applicable.
 - f. External Collaborators – Consortium Statements of Intent signed by institutions' authorized officials along with their site budgets and scopes of work
 - g. Terms and Conditions - Review of any terms that require acceptance as part of the proposal submission. If OSP sees problematic required terms, OSP will alert CFR to discuss how to best approach subject with funder.

10. OSP reviews and finalizes University-mandated proposal requirements, provides institutional endorsements if applicable, and routes MyFunding record to department for submission in consultation with CFR.
11. CFR and PI assemble all institutionally reviewed, endorsed, and finalized proposal elements and submit application. CFR will submit on behalf of PI except when funder requires PI or other to do so.
12. PI and CFR communicate to each other and to departmental research administrator that proposal has been submitted. The departmental research administrator updates MyFunding FP to indicate the proposal has been submitted.
13. Upon notice of a funding decision, the PI, and departmental research administrator communicate that the proposal has been accepted or declined to CFR and to OSP through MyFunding.

Award Activation

For funding which results in a sponsored project account (05), the following steps are to be followed for award activation. PI and CFR do not make this sponsored project account (05) determination.

14. Award notification arrives to PI, CFR, OSP, or University leadership. CFR or OSP share with each other, Departmental research administrator and PI. If PI receives directly, he/she must notify OSP and CFR immediately.
15. Departmental research administrator completes OSP [award activation process](#) in MyFunding through the award (AWD) record, including budget details and compliance requirements (ex: IRB approval).
16. OSP reviews the MyFunding record and award terms. If there are any terms that do not conform with University standards or policies, OSP will notify CFR to coordinate a response to the funder.
17. Upon finalization of the award terms, the award will be executed.
 - a. For awards that require institutional signature through email or physical mail, both OSP and PAE sign. OSP must sign first to ensure review and acceptability of terms and conditions. OSP then routes to CFR for signature and to coordinate sending back to the funder as well as to coordinate acknowledgement of support back to the funder.
 - b. For awards that require institutional signature through funder's electronic system (web portal), OSP will, with CFR sign-off, sign and accept on behalf of the University to ensure review and acceptability of terms and conditions. OSP will notify CFR once the award is accepted.

Post Award Requirements

18. OSP activates award with Sponsored Projects Accounting (SPA), which assigns the 05 account to the award.
19. For any modifications (ex: No-Cost Extensions), prior approvals, or amendments needed during the span of the award, the Departmental research administrator in coordination with the PI will contact OSP specialist through a MyFunding Modification Request. OSP will coordinate request submission with CFR.
20. Financial reporting and invoicing are completed by SPA in coordination with CFR.
21. Stewardship, progress, mid-term, and final reports are completed by PI in coordination with CFR.

As of 4/8/22