September 2014

To the NYU research community:

Welcome to the 2015 academic year! NYU’s Office of Sponsored Programs (OSP) and the Contracts Office (CO) have much to report on what we’ve been up to during spring/summer to streamline grants and contracts administration and to enhance service and support to the campus.

**Business Process Improvements**

- Both OSP and the CO have gone paperless! CAYUSE, our electronic submission and award management software contains all of our research business intelligence. All documentation for sponsored projects can be found here. We encourage academic and administrative units to access the CAYUSE Research Suite from the research tab of NYU home at [https://nyu.cayuse424.com](https://nyu.cayuse424.com).

- The CO has retired its home-grown tracking database and is now fully integrated into CAYUSE. CAYUSE provides the current status of any contract proposal, agreement in negotiation, and award flowing through and between OSP, the sponsor, and the CO. The CO’s processing of contract and subcontract agreements including the status and issues arising during negotiations are now transparent.

- Professionals in OSP and the CO have clarified their roles, responsibilities, authorities and accountabilities (R2A2’s) to reduce duplication of effort between the two offices and to provide our clients with clear points of contact during the life cycle of a sponsored project. The OSP and CO reviewed the form, fit and functions of the partnering offices with departmental administrators at the most recent Research Administrators Forum [https://www.nyu.edu/content/dam/nyu/research/documents/OSP/RA%20Forum%20September%202014.pdf](https://www.nyu.edu/content/dam/nyu/research/documents/OSP/RA%20Forum%20September%202014.pdf).

- Based on a number of factors reviewed in recent months, the most important of which has been client feedback, OSP is enhancing the pre-award research administration service model to better support the schools at the Square. While core job functions haven’t changed, we’re defining more clearly who in our group takes the lead on the OSP’s major functions of proposal development and award management. We’re creating a structure that will: 1) provide full transparency into process, 2) improve the integrity of sponsored programs data, 3) support our focus on consistency in decision making, 4) help OSP achieve economies of scale, and 5) provide targeted support to schools based on individualized needs. At the same time, we’re providing growth opportunities for OSP professionals to diversify their research administration body of knowledge.

Effective October 1, 2014, two-person teams will support each school in all aspects of proposal development (under the direction of Assistant Director Joseph Hayes) and award management
(under the direction of Assistant Director Kimberly Schulman). The proposal development team lead will facilitate proposal submission, and upon award, transition the body of work to the award management team lead who will manage the award from its establishment through close-out. A list of these OSP teams can be accessed at: http://www.nyu.edu/content/dam/nyu/research/documents/OSP/osp_team_assignments.pdf

Initiatives

- On October 1, OSP will launch its new Funding Opportunity Announcement (FOA) blog featuring curated funding opportunity announcements. Users can email subscribe to all blog posts or choose to subscribe only to the posts relevant to their school or department as well as their specific research expertise and/or categories of interest. The blog also has comprehensive search capabilities, allowing users to search by keywords, subjects, agencies, foundations, titles, etc.; along with an archive searchable by month. Each posting has a built-in share function so that users can email opportunities to colleagues or share them on social media pages (Facebook, Twitter, Google+) with the click of just one button. We invite you to explore the OSP FOA blog at this link: http://foa.osp.nyu.edu/foa, and create your individualized subscription.

- In preparation for the December 26, 2014 implementation of the new Uniform Guidance, the Office of Management and Budget’s consolidation of the numerous circulars governing the management of federally sponsored grants, NYU’s OSP (pre-award) and Sponsored Programs Administration (SPA) (post-award) have established working groups comprised of administrators from NYU’s research administration and finance cores partnered with representatives from the schools who have volunteered their time and expertise to review and assess each of the sub parts and appendices. The groups are responsible for:
  o determining the impact of the new regulations to existing policy, process and systems;
  o identifying opportunities to streamline process with the goal of reducing administrative burden to faculty and researchers;
  o revising policies where needed; and
  o creating new training materials to ensure broad communication of the changes.

A list of working group members, work plans including NYU’s implementation timeline and resource materials are available at: http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/office-of-sponsored-programs/uniform-guidance.html.

With every decision point, OSP and the CO endeavor to reduce administrative burden for the faculty while remaining compliant with University policy and the myriad of regulations imposed by federal and other sponsors. We understand the need for flexibility in OSP and CO operations in order to maintain a state of readiness so that we can be responsive to the evolving needs of NYU as a global research university. OSP and the CO are committed to the continuous improvement process undertaken and take this opportunity to thank the research community and University leadership for the continued support and helpful feedback.

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Director, Office of Sponsored Programs