

# Marymount University

## Office of Sponsored Programs (OSP) Overview

The Office of Sponsored Programs (OSP) is a university-wide resource that aims to provide information about current funding opportunities; offer in-depth consultations, and technical assistance to support faculty and staff with accessing and managing funding opportunities that are aligned with research and other pertinent higher education objectives.

### Consultations

**A consultation should take place with OSP prior to the submission of applications/proposals for grants and other sponsored programs.**

→ The OSP offers opportunities for individuals and groups to explore concepts for projects/proposals, at all phases of development, to develop implementation plans with timelines, and support proposal development.

OSP designs and delivers workshops and seminars

A formal “Request for University Support to Pursue External Funding” must be completed and filed with the Office of Sponsored Programs before submitting applications or proposals for funding from federal or private sources.

### Intensive Technical Assistance

During consultation sessions, the OSP will work with faculty and staff and tailor a plan for specific research, training, or other needs that are critical to the process of securing potential grants and managing those that have been awarded to the university.

→ **“Intensive Technical Assistance” can include but is not limited to: Proposal Review and Editing; Identification of Funding Sources for Specific Projects; Support with the Proposal Management Process; Budget Development; and Convening Meetings with Strategic Partners**

### Grants Management

OSP will work with Principal Investigators and the university’s office of “Grants, Contracts, and Compliance in Financial Affairs” to develop and monitor projects’ budgets; provide specialized budgets services for grants, complete required federal forms, and navigate federal regulatory processes.

### Maintenance of Marymount’s Institutional Sponsored Programs Records

**Official copies of grant proposals and applications for sponsored programs and initiatives should be forwarded to the Office of Sponsored Programs for institutional record-keeping, compliance monitoring, and to facilitate appropriate development, reviews, and revisions of institutional policies.**

Contact the Office of Sponsored Programs: [osp@marymount.edu](mailto:osp@marymount.edu)