



**CSU
PUEBLO**

RESEARCH AND SPONSORED PROGRAMS PRINCIPAL INVESTIGATOR`S MANUAL

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I. Introduction

The Office of Sponsored Programs (OSP) at Colorado State University Pueblo (CSUP) represents the University in sponsored program and research activities and serves as a resource throughout the Sponsored Program Award Lifecycle. The OSP and Research Development exist to provide continuing support to the campus community in the realization of new and continuing efforts to obtain sponsored support for projects. Among the services provided are:

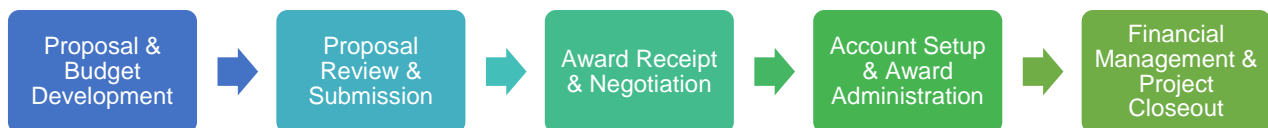
- Reviewing, approving, and submitting proposals
- Reviewing, negotiating, and monitoring awards, subawards, and non-financial agreements
- Providing assistance for administrative management of awards
- Ensuring compliance with sponsor terms and conditions, University policies, and federal regulations and requirements related to financial management of sponsored projects
- Working closely with Business and Financial Services (BFS) on grant accounting activities as well as annual and individual sponsored project award audits
- Communicating regulatory, sponsor, and Institutional policy and procedural updates through the OSP website, training activities, and use of electronic communications
- Facilitating user interaction with multiple electronic systems pertinent to research administration

This manual should be used as a guide to assist faculty and staff develop effective grant proposals while adhering to University policies and procedures. Proposals submitted by faculty and staff are representative of the University and should be consistent with the University's mission, goals and objectives of enhancing educational excellence to a diversified community.

To help achieve meeting its goals, the University relies on its faculty and staff to obtain external funding through public and private grant sources. The information provided in this manual, along with consultations with the OSP will maximize the efforts of faculty and staff to effectively submit grant proposals and negotiate contracts that will be beneficial to the University and students.

This manual also contains information that describes the responsibilities of the faculty and staff as Principal Investigators; the pre-grant award duties and functions of the OSP; and the fiscal management duties and functions by the Business Financial Services Department.

Award Lifecycle



II. Definitions

Academic Period

An academic period is a portion of an academic year during which CSUP holds classes. CSUP is on a semester period division of the academic year, fall through spring. Many faculty appointments align with the 9-month academic period.

Allowable Costs

An allowable cost is one that is eligible for reimbursement. Generally, costs are considered allowable when they are necessary, reasonable, and allocable to the project/program; comply with the limitations of the award agreement as well as other applicable laws and regulations and are accounted for consistently and in accordance with generally accepted accounting principles.

ASSIST

Application Submission System & Interface for Submission Tracking (ASSIST) is used to prepare and submit applications electronically to NIH and other Public Health Service agencies

Carryover (aka, Carry forward)

Carryover is a process by which unobligated funds remaining at the end of a budget period may be carried over or carried forward to be used in the next budget period. Some awards have automatic carryover whereas others do not.

Closeout

The process of submitting all the required final administrative and financial reports and certifications required by an award so the award can be closed in CSUP's Quali Financial System (KFS).

Cognizant Federal Agency (DHHS)

A cognizant federal agency is defined by 48 CFR 2.101 as "the federal agency that, on behalf of all federal agencies, is responsible for establishing final indirect cost rates and forward pricing rates, if applicable, and administering cost accounting standards for all contracts in a business unit." The Cognizant Agency for CSUP is the Department of Health and Human Services (HHS).

Confidentiality Agreement (aka, Non-disclosure Agreement or NDA)

A non-financial agreement that ensures disclosed information is kept confidential and only used for the purposes defined in the confidentiality agreement.

Conflict of Interest (COI)

When a person has two relationships (i.e., interests) that compete or may compete for that person's loyalties. These interests may be financial or otherwise.

Contract

A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR Part 200.22).

Cooperative Agreement

A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity. It is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity (2 CFR Part 200.24).

Cost Accounting Standards (CAS)

A set of standards and rules for use in determining costs on negotiated procurements in order to ensure consistency in estimating, accumulating and reporting costs; allocating costs incurred for the same purpose in like circumstances; accounting for unallowable costs, and establishing cost accounting periods (2 CFR Part 200.419).

Cost Principles

Found in Subpart E of 2 CFR Part 200, cost principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs, and set forth allocability principles for select items of costs.

Cost Reimbursable Award

Under a cost reimbursable award or agreement, sponsor invoicing is based on actual costs expended at the time of invoicing. Costs cannot exceed the award amount and excess spending or spending outside the award terms and conditions must be borne by the Institution.

Cost Sharing (aka, Matching)

Project costs not reimbursed by the sponsor to support the scope of work defined by the sponsored award (2 CFR Part 200.29).

Cost Transfer

Reassignment of an expense from one account to another after the expense was initially recorded in the CSUP financial accounting system or an after-the-fact reallocation of expenses.

Data Management Plan

A document that outlines how data are to be handled during a research project and after the project's completion. NSF or other sponsors may require a data management plan as part of a proposal or as a condition of an award.

Data Use Agreement (DUA)

A non-financial agreement used to restrict data use when there is a transfer of data, a dataset, or software that is non-public. DUAs may or may not consist of human subject data.

Direct Cost

A cost or expense that can be identified specifically with a particular sponsored project or other activity with a high degree of accuracy (2 CFR Part 200.413).

Effort Reporting

The mechanism used to provide assurance to federal or other external sponsors that salaries charged or cost-shared to sponsored awards are reasonable in relation to the work performed. Effort statements are also referred to as "certifications" or "reports."

Equipment

As defined by 2 CFR Part 200.33, "*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes."

Export Controls

U.S. laws and regulations that regulate and restrict the release of critical technologies,

information, and services to foreign nationals, within and outside of the United States, and foreign countries for reasons of foreign policy and national security.

Facilities & Administrative (F&A) Costs (aka, Indirect Costs or Overhead)

Facilities & Administrative (F&A) costs are real costs that the Institution incurs in support of extramural activities, but which cannot be readily identified with a particular sponsored project or institutional activity.

F&A Rate Agreement

The CSUP F&A rate agreement sets forth approved rates for use on grants, contracts and other agreements with the Federal Government for organized research, instruction, and other sponsored activities. The agreement is negotiated with the cognizant agency and includes the negotiated fringe benefit rates.

F&A Waiver

An F&A waiver is an institutional agreement that F&A costs will be charged at a lower rate than the sponsor's published rate.

Federal Acquisition Regulation (FAR)

The Federal Acquisition Regulations system governs the acquisition process for all executive agencies of the U.S. federal government for the purchase or lease of goods and services by contract with appropriated funds.

Federal Demonstration Partnership (FDP)

A cooperative initiative between member Federal agencies and institutions of higher education that receive federal funding.

Federal Register

Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents.

Fixed-price Award

Under a fixed-price award or agreement, the sponsor agrees to pay an amount for deliverable(s) irrespective of costs incurred. If costs incurred are more than the award amount, the cost overrun must be borne by the Institution. Sponsor invoicing is typically based on a pre-determined schedule or by milestones/deliverables.

Fringe Benefits

Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include costs associated with leave (vacation, holiday, sick leave pay and other paid absences), employee insurance, pensions, and unemployment benefit plans. CSUP negotiated fringe benefit rates are found in the F&A Rate Agreement. Rates are negotiated yearly, so look for a new rate agreement document each year.

Grant Agreement

As defined by 2 CFR Part 200.51, "Grant agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that...is used to enter into a relationship for the principal purpose of which is to transfer

anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose...”

Grants.gov

U.S. Federal Government initiative that provides a single access point to find and apply for assistance programs offered by the 26 Federal grant-making agencies.

Indirect Costs (aka, F&A or Overhead)

Facilities & Administrative (F&A) costs are real costs that the Institution incurs in support of extramural activities, but which cannot be readily identified with a particular sponsored project or institutional activity.

Indirect Cost Recovery

Indirect cost recovery is the “recovery” of institutional costs incurred to support research, including research infrastructure (including space and equipment) and administrative personnel. The recovery is then reallocated to centrally funded functions to ensure continued support for future research endeavors.

Institutional Base Salary (IBS)

Compensation guaranteed by the University for an employee’s appointment, whether that individual’s time is spent on research, teaching, other activities, or some combination. IBS does not include bonuses, one-time payments, or incentive pay. Additionally, IBS does not include supplemental payments from other organizations or income that individuals are permitted to earn outside of their University responsibilities, such as consulting. IBS must be used as the base salary on all grant proposals unless there is a statutory limit on compensation (e.g., DHHS salary cap).

Material Transfer Agreement (MTA)

A non-financial agreement used when sending or receiving physical materials or software to/from CSUP. An MTA protects the intellectual and other property rights of the provider while setting parameters around the use, transportation, disclosure of, and return/disposal of the shared materials.

Material & Supplies

Items with an acquisition cost less than \$5,000, regardless of the length of useful life. Costs incurred for materials, supplies, and fabricated parts necessary to carry out a scope of work are generally allowable. General-purpose items used by units should not be directly charged to awards.

National Council of University Research Administrators (NCURA)

A member organization of research administration professionals. “NCURA advances the profession of research administration through education and professional development programs, the sharing of knowledge and experiences, and the fostering of diverse, collegial, and respected global community.”

NIH eRA Commons

The eRA Commons is an online interface where signing officials, principal investigators, trainees and post-docs at institutions/organizations can access and share administrative information relating to research grants. Users can shepherd their application in eRA Commons through the grant’s lifecycle from receipt to closeout.

No-cost Extension

Extends the end date of an award without additional funding from the sponsor.

Non-disclosure Agreement (NDA) (aka Confidentiality Agreement)

A non-financial agreement that ensures disclosed information is kept confidential and only used for the purposes defined in the non-disclosure (aka, confidentiality) agreement.

National Science Foundation (NSF)

The National Science Foundation (NSF) is an independent federal agency that supports basic research in the areas of science, technology, engineering, and mathematics (STEM).

NSF Research.gov

Research.gov provides grants management services for NSF programs including account management, award cash management, notifications & requests, password management, proposal preparation & submission, project reporting, proposal status, and more.

ORCID

An ORCID id is a unique identifier for researchers, and is used across the project lifecycle, from proposal through publication. Some sponsors require now, or will soon require, that key personnel have their ORCID id number included in proposals or publications.

Over Expenditures

An over-expenditure exists when the actual expenditures in any project account are greater than the sponsor-approved budget for a given budget period, or when the actual expenditures are less than budgeted on a cost-reimbursable award but exceed the final billed amount sent to the sponsor. Over expenditures must be corrected following University procedures.

Participant Support Costs

As defined by 2 CFR Part 200.75, "*Participant support costs* means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects."

Principal Investigator (PI)

Individuals judged by the applicant/awarding organization as having the level of authority and responsibility to direct the sponsored project. The PI is responsible for ensuring expenditures are in accordance with sponsor and institutional regulations, policies, and procedures and responsible for regulatory compliance, effort reporting, and technical reporting back to the sponsor.

Pre-award Costs

As defined by 2 CFR Part 200.209, pre-award costs are costs or expenses incurred by the applicant prior to the award start date of the period of performance. Pre-award costs should be necessary for effective project execution, require sponsor approval, and follow the same cost principles as expenses charged during the project period. Not all sponsors or award types allow for pre-award costs.

Prime Recipient (aka, Prime Awardee or Prime Contractor)

The recipient initially receiving the award that launches the project or program. In cases where CSUP is a subrecipient, the prime recipient may be another institution of higher education.

Prior Written Approval

As defined by 2 CFR Part 200.407, a non-Federal entity may seek prior written approval in advance of incurring special or unusual costs (such as pre-award costs).

Program Income

“*Program income* means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance...” For more on program income, see 2 CFR Part 200.80.

Research Administrators Certification Council (RACC)

Independent non-profit organization which is comprised of active certified research administrators. Provides certification on fundamental knowledge to be a professional research or sponsored programs administrator (Certified Research Administrator; Certified Pre-award Research Administrator; Certified Financial Research Administrator).

Research Administration Listserv (RESADM-L)

A discussion list focused on research administration topics such as grant funding, proposal submissions, project budgeting, eRA, regulatory compliance, educational opportunities, and job postings. Subscribers include professionals from universities, hospitals, government, and non-profit research labs.

Residual Funds (aka, Residual Revenue)

Revenue remaining in a fixed-price fund after all obligations to the sponsor have been met and after all allowable costs have been charged.

Record Retention

Records associated with federally funded sponsored programs must be retained for the later of six (6) years following submission of the final financial report or until all existing audit questions have been resolved.

SciENCv (Science Experts Network Curriculum Vitae)

SciENCv is a tool that allows investigators to enter professional information such as expertise, employment history, education, and professional accomplishments in one place and propagate it to multiple places. For example, research profile data entered into SciENCv can be used to create biographical sketches for NSF, NIH, and the US Department of Education Institute for Education Sciences (IES).

Sponsored Project/Program

A sponsored program is a project or activity supported wholly or in part by external, restricted funds that are awarded to the University. These projects often originate with a faculty or staff member and may take the form of research, instruction, or public service.

Sponsored projects usually include a line-item budget that reflects the monetary needs of the proposed project. This budget may or may not include indirect (aka, Facilities and Administrative) costs. The absence of indirect costs does not exclude the project from being designated as a sponsored project. Even the terms “grant” or “gift” do not determine how the funds should be administered. It’s not the name of the funds, the process by which funds are acquired, nor the source of the funds, that determines how funds are to be administered. It is the terms and conditions surrounding the funds that determine if the funds should be managed as a sponsored program.

Statement of Work (SOW)

A statement of work (SOW) describes the work to be performed on a given project. The SOW should address the tasks to be performed, the deliverables to be provided and may contain dates deliveries are to be made or a timeline for project performance.

Subaward Agreement

A subaward (or subcontract) is provided by a pass-through entity to a subrecipient to carry out part of a Federal or non-Federal award received by the pass-through entity. For example, when CSUP receives an award that includes other institutions or organizations that will be programmatically and financially responsible for completing part of the project's scope of work, a subaward agreement is issued.

Subrecipient

A subrecipient is the entity that receives a subaward or subcontract from a pass-through entity to carry out part of a program. Subrecipients have responsibility for the programmatic decisions related to their part of the work and must meet the same performance requirements as the pass-through entity with respect to the terms and conditions of the award.

System for Award Management (SAM)

The System for Award Management (SAM) is an official website of the U.S. government and is used for conducting business with the U.S. government.

Unallowable Costs

An unallowable cost is one that is not eligible for reimbursement. Generally, costs are considered allowable when they are necessary, reasonable, and allocable to the project/program; comply with the limitations of the award agreement as well as other applicable laws and regulations and are accounted for consistently and in accordance with generally accepted accounting principles. Costs that do not meet these criteria should be excluded from any proposal or billing.

Uniform Guidance (2 CFR 200)

Uniform Administrative Requirements, Cost Principles, and Audit Requirement is a set of rules and requirements for Federal awards that provides a "government-wide framework for grants management."

Unique Entity Identifier (UEI)

UEI is a number used to uniquely identify business entities (formerly DUNS). The UEI is generated in the System for Award Management (SAM) and is required for doing business with the government.

III. Grant Submission Process (Pre-Award)

A. Proposal and Budget Development

1. Identifying Funding Sources: Funding sources can be identified by the PI in several ways.
 - Research Development – The Director of Research Development continuously researches possible funding opportunities and sends emails to colleagues whose field of interest that grant category may relate to. Please contact the Research Development Director to discuss any ideas or requests.

- SPIN - a search engine supported by CSU Pueblo that provides information on funding opportunities. Contact Research Development to set up a SPIN profile and customized search.
2. Sponsored Program Opportunity Selected/Presented
 - Notify Research Development and OSP offices.
 - Review Funding Announcement and Deadlines
 - Consult with Department Chair and Dean with respect to the project budget, course reassignment time, indirect costs and cost sharing (as needed).
 - Work with OSP to obtain a Proposal Plan to confirm submission deadlines, portal and required documents.
 3. CSU Pueblo Grants/Sponsored Research Routing Sheet
 - The OSP Routing Form includes important demographic, budget, and compliance information.
 - The Principal Investigator is responsible for the completion of the routing form including obtaining the required Departmental and College signatures. OSP staff will obtain all other required signatures.
 - The Routing Form is required prior to submission; see deadline details included in the header of the Routing Form.
 4. Institutional Review Boards (IRB, IACUC, Biosafety)
 - The PI is responsible for arranging a review by one or more of the Institutional Review Boards if his/her project requires it.
 5. Proposal Development
 - The Office of Research Development will provide assistance in proposal development.
 6. Budget Preparation
 - OSP will help PIs develop the budget. All budgets must be approved by OSP prior to submission. Typical budgets include:
 - Direct Costs – Direct Costs are costs that are directly associated with the proposed project such as personnel costs, materials and supplies, travel, equipment, and publication costs.
 - Indirect Costs (F&A) – Indirect Costs (F&A) are expenses incurred by CSUP for facilities and administrative uses that are associated with your proposed project.
 - F&A rates are subject to change periodically; check the OSP website or contact the OSP office to obtain the most current rate information.
 7. Proposal Submittal to Funding Agency
 - Once the CSU Pueblo Grants/Sponsored Research Routing Sheet has all original, required signatures, the OSP and or PI, depending on the funding agency guidelines, will submit the approved project proposal to the granting agency.

- Submittal of approved proposals will be done either electronically through Research.gov or Grants.gov; or by hard-copy mail via UPS. The OSP will assist the PI through this process and/or inform him/her when the submittal process has been completed.

B. Contracts

1. Financial Contracts

- Sponsored program contracts and subcontracts follow the same general process that proposal submissions follow. Please refer to steps 3-6 above to get started. Once those steps have been completed OSP staff will work with the PI and the Office of General Counsel (OGC) to facilitate the review and execution of the contract.
- Only the President and Provost have signature authority for sponsored programs. **Contracts cannot be signed by PIs** and accounts will not be established for contracts that are noncompliant with the University's Signature Authority Policy.

2. Non-Financial Contracts

- Contracts in which money is not exchanged does not require an OSP routing form but does require notification to OSP and assistance from OGC to review, negotiate and execute. Commons non-financial contracts include CDAs, NDAs, and MTAs. **Contracts cannot be signed by PIs** and accounts will not be established for contracts that are noncompliant with the University's Signature Authority Policy.

IV. Award Notification, Receipt and Setup Processes (Post-Award)

All Post-Award activity the responsibility of the PI(s). Administrative related tasks such as hiring and purchasing should follow normal departmental practices. OSP can assist by providing guidance as needed.

A. Award Notification

- Sponsors may send the Notice of Grant Award (referred to as the "NGA" or the "GAN") to the OSP and/or the PI. Regardless of who receives, the first Post-Award action should be account setup.
- No project related expenditures should be made until/unless the award has been officially received and the sponsored program has an established Kuali Account Number.

B. Project Account and Budget Set-up

- Once the PI receives notification, in writing, that his/her project has been funded, the PI is responsible for submitting a completed Accounts Create Request Form and Grant Budget Set-Up form to OSP. OSP will review the documents and the grant/contract for special terms and conditions. Once reviewed, the OSP staff will follow the Award Setup Process and coordinate the account creation in conjunction with CSU Pueblo's Grants Accountant in the Business Financial Services Department (BFS).

- Accounts Create Request – This form is required to establish an account on the Colorado State University Pueblo’s Financial Reporting System and designate who will have fiscal roles on the project.
- Budget Setup Form – This form is required to establish the Kuali Financial System (KFS) account.

C. Hiring People on Sponsored Programs

- Once a KFS account has been established it is important to take care of any HR needs. The onus of ensuring timely processing of Human Resources (HR) related contracts is on the PI. PIs should work with their departmental administrative staff to ensure all HR related contracts are processed by the 15th of the month before they would like pay to be distributed to avoid delays and the need for payroll corrections.
 - Student Research Assistants – Students enrolled in 6 or more credits should be hired through Student Financial Services (SFS). These job offers are processed through AIS. 4-6 weeks of lead time is required to hire students through SFS.
 - Non-Student Hourly Positions – Non-Student Hourly (NSH) may be needed if one cannot be hired through SFS. This can be done through the NSH form which can be located on the HR website.
 - Supplemental Pay – Please refer to the most recent Supplemental Pay policy in the University Policy Library for rules around supplemental pay. These contracts are processed electronically through the FileBound system.
 - Reassigned Time – Reassigned time needs to be communicated to HR via email. Please send the person’s name, Net ID, monthly pay amount, reassigned time start and end dates as well as the KFS account to be charged.
- OSP and the respective Area Vice President will need to approve all HR related contracts except for students that are hired through SFS.
- Each compensation type will incur fringe benefit costs. Please see the most current fringe benefit rate to get an understanding of the applicable rate.
- Payroll errors or corrections need to be reported to HR immediacy upon discovery.

D. Purchasing

- All CSU Pueblo Department of Purchasing Process and Policies must be followed. Please refer to their website for up-to-date information on how to process purchases based on the nature of the purchase and the dollar amount.
- All University Travel processes must be followed before travel occurs.

E. Grant Accounting

- The Grants Accountant in BFS will assist with the Accounts Receivable and Cash Management of Sponsored Programs. The Grants Accountant will work with PIs to facilitate a monthly draw down or invoicing process per the award/contract terms and conditions.

- It is the PI's responsibility to monitor the expenses and budget status of the project award through KFS to ensure all posted expenses meet eligibility criteria for that respective award.
- The Grant Accountant will work with the PI and project team on the receipt of Monthly Effort Reports.

F. Reporting

1. Financial Reports

- The Grant Accountant is responsible for preparing periodic financial reports to the granting agencies.
- Financial Statement Information – The Grants Accountant is responsible for preparing information for financial statements as well as the annual SEFA report and ad hoc requests.

2. Non-Financial Reports

- The PI is responsible for submitting all technical and programmatic progress reports to the granting agency per the reporting requirements.
- OSP can assist with non-financial reporting as requested by the PI.

G. No-cost Extensions

- The Principal Investigator can request a no-cost extension from the granting agency if more time is needed to complete the grant when allowable.
- The PI is responsible for providing copies of no-cost extension correspondence to OSP and the Grants Accountant.

H. Closeout

- At the project end date and after the allowable days for finalization of expenditures (per the terms and conditions), the Grants Accountant will inactivate the KFS account and expenditures can no longer be posted to it.
- The Grants Accountant will manage all final financial reporting in consultation with the PI and OSP as needed.
- For deliverable or fixed price contracts, unexpended funds will be handled according to the award/contract terms and conditions.

I. Records Retention

- Records must be retained according to university, sponsor and federal regulations. Records associated with federally funded sponsored programs must be retained for the latter of six (6) years following submission of the final financial report or until all existing audit questions have been resolved.

V. Policies

A. University Policies

- CSUP has a dedicated policy library where the most current policies are housed. In addition to the Policy Library, faculty and research personnel should consult the Faculty Handbook.

B. Conflict of Interest

- A conflict of interest can occur when a Principal Investigator's personal activities or business interests (i.e., private consulting) has an impact on the PI's proposed project or grant award.
- Conflict of Interest Reporting is required to be completed annually per the current University process.
- Anything that can be construed as a conflict of interest should be discussed with the Director of OSP prior to proposal submission or contract execution.

C. Research Activities with Animal or Human Subjects

- Faculty members conducting or supervising research with animal or human subjects will adhere to applicable university, federal, and state regulations and to the ethical standard of the major professional organization in one's discipline for such work.

D. Research Misconduct

- Allegations and investigations of research misconduct will be handled per that respective policy. Please refer to the Research and Sponsored Program website for the most current version of this policy.

E. Patents and Copyrights

- Occasionally sponsored program projects may result in works needing to be patented or copyrighted. For more information on University policies regarding patents and copyrights, see CSU Pueblo Faculty Handbook.
- All Intellectual Property questions/concerns/request should be directed to the CSU Ventures team.

For any issues not addressed here or additional questions related to any of these topics, please refer to the [ORSP website](#) or contact the Office of Sponsored Programs via phone or [email](#).

Helpful Contact Information

Funding Opportunities	csup_research@csupueblo.edu
Proposal Editing	csup_research@csupueblo.edu
Research Collaborations	csup_research@csupueblo.edu
Proposal Submissions	csup_orsp@csupueblo.edu
Grant Budgets	csup_orsp@csupueblo.edu
IRB	csup_research@csupueblo.edu
IACUC	csup_research@csupueblo.edu
Biosafety	csup_research@csupueblo.edu

Award Accounts

brendan.reilly@csupueblo.edu

Contracts

cathy.sanchez@colostate.edu

Purchasing

deirdre.gonzales@csupueblo.edu