

## CONTENTS

<i>The Predominantly Undergraduate Institution</i> .....	6
The Structure of the Office of Sponsored Programs at the PUI .....	8
Different Organizational Models of Offices of Sponsored Programs at PUIs .....	10
The Role of Offices of Sponsored Programs at PUIs .....	12
Supporting Sponsored Programs Activity at the PUI .....	13
Professional Networks that can Provide Support for the PUI .....	15
<i>Pre-Award Services</i> .....	16
Stimulating Grant Proposals.....	17
Finding Funding Information .....	20
Facilitating Proposal Development.....	22
Facilitating Budget Development .....	27
Managing Administrative Processes.....	31
Negotiating and Accepting Awards .....	33
<i>Post-Award Support Services</i> .....	38
Award Implementation .....	44
Managing Award Changes.....	46
Financial Reporting and Monitoring .....	48
Close-Out .....	49
Award/Project Support Management.....	50
Synergistic post-award activities/processes.....	51
<i>Compliance Requirements</i> .....	54
Research Compliance Training .....	55
Human Subjects Research .....	56
Health Insurance Portability and Accountability Act .....	57
Research Involving Animals.....	58
Biosafety & Hazardous Materials .....	58
Responsible and Ethical Conduct of Research Training .....	60
Research Misconduct .....	61

<b>Conflict of Interest .....</b>	<b>62</b>
<b>Intellectual Property and Technology Transfer .....</b>	<b>63</b>
<b>Export Control .....</b>	<b>64</b>
<b>Foreign Influence.....</b>	<b>66</b>
<b>Data Management and Sharing.....</b>	<b>66</b>
<b>Non-Financial (unfunded) Research Agreements .....</b>	<b>67</b>
<b><i>General Resources .....</i></b>	<b><i>73</i></b>