



THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office process all sponsored research proposals and agreements through The Ohio State University Research Foundation?

CONTROL

The Office of Research units: Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science must work with the Ohio State University Research Foundation for guidance with research proposals and agreements. The Office of Research unit maintains the required certifications on sponsored projects and communicates with the appropriate Office of Research administrator when action/approval needs to be made. The Principal Investigator (PI) or their designee is responsible for communicating with their Sponsored Program Officer (SPO) in order to keep the sponsored projects current and to ensure that the funding is following all OSURF guidelines and those of the project itself. The Office of Research provides oversight to the PI and is available to assist in any way.

PROCEDURE

The Principal Investigator of the research project submits all necessary documentation to OSURF for their sponsored projects. The Sponsored Program Officer will work with the Principal Investigator and/or designee to ensure that all necessary approvals and or actions are being taken to satisfy the guidelines of the grant. The Office of Research provides the necessary support to ensure that all effort reporting is completed in the Office of Research units. At the end of each fiscal year, the Office of Research unit reviews all grants and contracts by reviewing the general ledger -61 reports for these areas. This process is completed to ensure that the projects have been established through the Research Foundation correctly. Additionally, this review is to guarantee that all PI's are aware of their current award balances and any pending or closing projects.