

# Strings Attached to Federal Grants: Balancing Requirements & Compliance for a Successful Sponsored Programs Office

ASSISTANT DEAN FOR SPONSORED PROGRAMS  
UNIVERSITY OF PUERTO RICO, RÍO PIEDRAS CAMPUS



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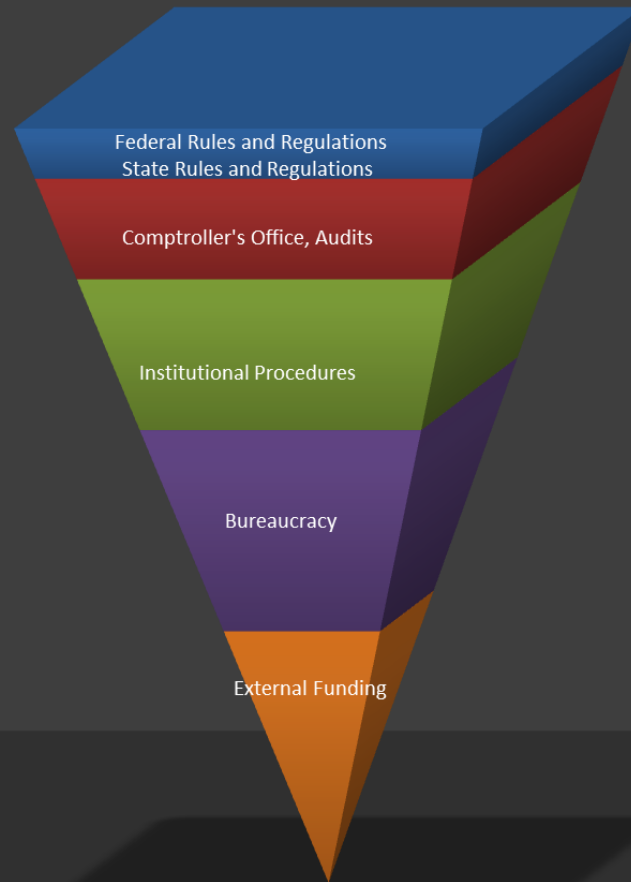
# University of Puerto Rico, Rio Piedras Campus

- The UPR-Rio Piedras Campus is Classified as a High Research Institution by the Carnegie Mellon Foundation
- Therefore, research is an important vector for the Campus.
  - Research makes graduate programs more productive, attractive to students and nationally recognized

# Importance of Research Grants

- In any university, whether public or private, obtaining external funds is a vital priority.
  - Its importance not only resides in the injection of funds that it provides to the organizational budget, but they also provides institutional recognition from the prestigious external entities that finance the projects.
  - In addition, sponsored programs foster academic and research advances .
- Faced with incremental reductions in the budget and the proliferation of institutional priorities that can not be met due to the lack of fiscal resources, the mission and functions of the Assistant Dean of External Funds assumes greater significance to the daily operations of the Río Piedras Campus.

# COMPLIANCE VS NEED FOR FUNDS



# What is the Assistant Deanship of External Funds?

- It is the unit that works hand-in-hand with each university community member to:
  1. identify sources of external funding;
  2. plan, develop, and submit proposals;
  3. award and administer external funds.
- External funds inject the capital required for:



# Organizational Structure

UPR-RP Chancellor

Dean of Graduate Studies  
& Research (DEGI)

Assistant Dean for  
Sponsored Programs  
(DAFE)

Project  
Development  
(Pre-Award)

Finances and  
Accounting  
(Post-Award)

Project  
Administration

Specialized  
Resources

University's  
Intramural Practice  
Plan (PPUI)

# Strategies

- Establish and maintain communications among faculty, DAFE, and institutional leadership
- Hire the most qualified and experienced employees
- Coordinate pre-award and post-award services based on each project director's needs
- Establish work plans and review/revise periodically
- Provide Workshops for Project budgeting and proposal development, among others
- Establish procedures to provide services to faculty and staff such as email, SPIN plus, among others
- Distribute relevant funding options to the university community

# To request a meeting:

- Send an email containing the following information: planned duration of the research project; resources needed to conduct the research; final impact expected from the results of the study; and any other information that will enhance or clarify with greater precision the possible external funding options.
- Upon receipt of the email, we will conduct a search for external funding sources that could finance this research project.
- The results of this funding opportunities search will be sent to the investigator.
- Upon receipt of the funding search we will coordinate a meeting to discuss the results and develop a work plan for the preparation of a proposal.



# STEPS FOR THE DEVELOPMENT AND SUBMITTAL OF A PROPOSAL

- Notification of intent to submit a proposal: requires an email to [chernandez@degi.uprrp.edu](mailto:chernandez@degi.uprrp.edu), with no less than 15 working days, prior to the deadline date established by the funding agency
- Proposal assignment to an External Resources Proposals Specialist
- Proposal preparation and submittal
- Budget development
- Obtainment of required institutional endorsements
- Proposal's final version
- Chancellor's endorsement
- Proposal's electronic submittal  
**The Assistant Deanship for Sponsored Programs is the Campus', only operational unit, authorized to electronically submit the proposal**
- Confirmation of proposal's electronic submittal

# Other Data Sources

**SpinPlus**-<http://puertorico.infoed.org>

Database used to identify sources of funds from federal agencies, US and international private foundations.

Allows to develop researchers profiles and functions as a record of talent and institutional expertise to be used in industry and academia to develop partnerships in research and creative activity.



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