

Does OSP Need to Sign/Approve?

Document Type	Short Answer	Explanation
White Paper/Concept Note	No	The Office of Sponsored Programs (OSP) should only sign if the sponsoring agency requires official institutional endorsement. If endorsement is required, submit a Routing & Review (R&R) Form. Always send a copy of the submission to OSP.
Full proposal	Yes	In 95% of cases, OSP is the signatory authority for submission of a full proposal, but there are a few exceptions when foundations mandate a submission direct from the investigator. In all cases OSP must be notified prior to submission and a Routing & Review form must be completed.
Formal Agreement – Grant, Cooperative Agreement, Contract, Memorandum of Understanding	Yes	The university's Authorized Signatory is in OSP, so any research agreement must be approved and signed in that office even if the documents are sent to a Principal Investigator (PI).
Award revisions including change in a proposed scope of work, initial budget, or personnel.	Yes	If a revised budget has been requested by the sponsor prior to funding award (ex: NSF) OSP will need to formally submit the change. If changes in the proposed scope of work have been suggested (expansions, substitutions, reductions), the revisions must be formalized in writing by both the agreement officer and OSP, not just the agency program monitor. Key personnel changes (new individual or effort reduction >25%) require authorization by the funding agency and must be authorized and submitted through OSP.
Personnel Action Form	Yes, when...	Charges will be posted to an index beginning with a 7 and/or 4.
eVA order/ BoA Credit Card Statements	Yes, when...	Charges will be posted to an index beginning with a 7 and/or 4.
Student Salary Form	Yes, when...	Charges will be posted to an index beginning with a 7 and/or 4.
Travel Authorization	Yes	When charging to a 7 and/or 4 index OSP must approve travel prior to departure.
Travel Expense Reimbursement Voucher (TERV)	No, unless	There was no pre-travel authorization for charges against a 7 and/or 4 index. After the fact authorization we must review and approve the entire TERV.
Vendor Payment	Yes, when...	Charges will be posted to an index beginning with a 7 and/or 4.
Individual Reimbursement Request*	Yes, when...	Charges will be posted to an index beginning with a 7 and/or 4.
Journal Voucher	Yes, when...	An index beginning with a 7 and/or 4 will be impacted.
HR Redistribution Worksheet	Yes, when...	An index beginning with a 7 and/or 4 will be impacted.

*Accounts Payable has eliminated personal reimbursements except in extraordinary circumstances.