

Your Partner in Research Funding

Office of Contracts & Grants

The Office of Contracts and Grants (OCG) partners with CU Boulder's faculty, staff, and students to obtain and manage external support for sponsored projects.

OCG is the University's authorized representative to:

- Prepare and submit proposals
- Negotiate and accept sponsored research and service agreements, non-disclosure agreements and material transfer agreements
- Issue subagreements
- Navigate compliance requirements and systems
- Ensure final project closeout

How we help you

Teams within our office are organized to provide guidance and expertise to help you manage sponsored projects throughout the life of an award.

Proposal Development

OCG Proposal Development Team reviews and approves all proposals, including budgets, and submits sponsored project proposals on behalf of the University. Proposal documents must be submitted to OCG at least 5 business days in advance of the proposal deadline.

Award Management

OCG Grant and Contract Teams review, negotiate, and accept all incoming award agreements and assist with overall award management, including approving and processing modifications and revisions. This includes research, services and creative works funding agreements and confidentiality (NDA), data transfer and material transfer agreements.

Note: Financial management is handled by Research Financial Services (RFS) in the Campus Controller's Office (CCO), not OCG.

Outgoing Subagreements

OCG's Subcontract Team prepares and issues outgoing subagreements to external collaborators, both nationally and internationally, to achieve specific project goals.

Property, Reporting and Research Security

OCG's Compliance Team provides guidance and expertise in regulatory requirements related to funded sponsored projects with a focus on property, reporting, and research security.

Award Closeout

OCG is responsible for ensuring that non-financial requirements set forth in the Terms and Conditions of an award are completed to formally close an award. Financial closeout of an award is managed by the Campus Controller's Office.

Get started today with tools and resources from OCG

Visit www.colorado.edu/ocg



Locate Your Proposal Analyst and Grant/Contract Officer

www.colorado.edu/ocg/directory

Resources

www.colorado.edu/ocg

Contact Us

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Office of Contracts and Grants
UNIVERSITY OF COLORADO BOULDER

Be Boulder.

 University of Colorado **Boulder**

Faculty Top 8 Quick Guide

for Sponsored Projects and Research



Signing Authority

OCG is the University's authorized representative to submit, negotiate and accept agreements for sponsored projects, services, non-disclosures, data transfer and material transfer on behalf of the Regents. All proposals submitted and awards received go through OCG.



Proposal Submission Request Form (PSR)

Submitting the PSR Form, budget and budget justification to your OCG Proposal Analyst is the first step to setting up your proposal for submission. Proposal Analysts are assigned by department and can be found in the OCG Directory.



5 Business Days

OCG's deadline for reviewing the PSR form, budget and final proposal is five (5) full business days before the sponsor's deadline date and time. This allows for comprehensive review and timely submission.



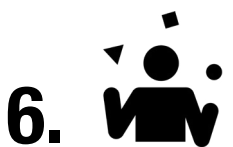
Compliance Verifications

Prior to proposal submission, OCG Proposal Analysts verify with PIs on a broad range of research compliance areas including conflict of interest (CU Boulder's DEPA form), export control, animal care and use (IACUC), human subjects (IRB), information technology, research security, and others. DEPA for the current calendar year must be on file and reviewed to access award funds.



Outgoing Subagreements

When an award includes an outgoing subagreement, our OCG Subcontract Officers will work with the PI and subrecipient to review, negotiate, and execute the outgoing subagreement.



Non-Financial Award Management

OCG's Grant, Contract and Compliance Teams are here to assist you with award modifications, sponsor approval requests, extensions, property and equipment, travel, and reporting.



Financial Award Management

Research Financial Services (RFS) in the Campus Controller's Office (CCO) oversees financial administration of sponsored research for CU Boulder, directly managing accounts for Restricted Funds 30, 31 and 33.



Your Partner in Sponsored Project Funding

OCG's professional research administration staff is here to support and provide expertise to CU Boulder's faculty and staff in navigating the complex sponsored project environment.

