

Office of Sponsored Projects

Overview



All About OSP

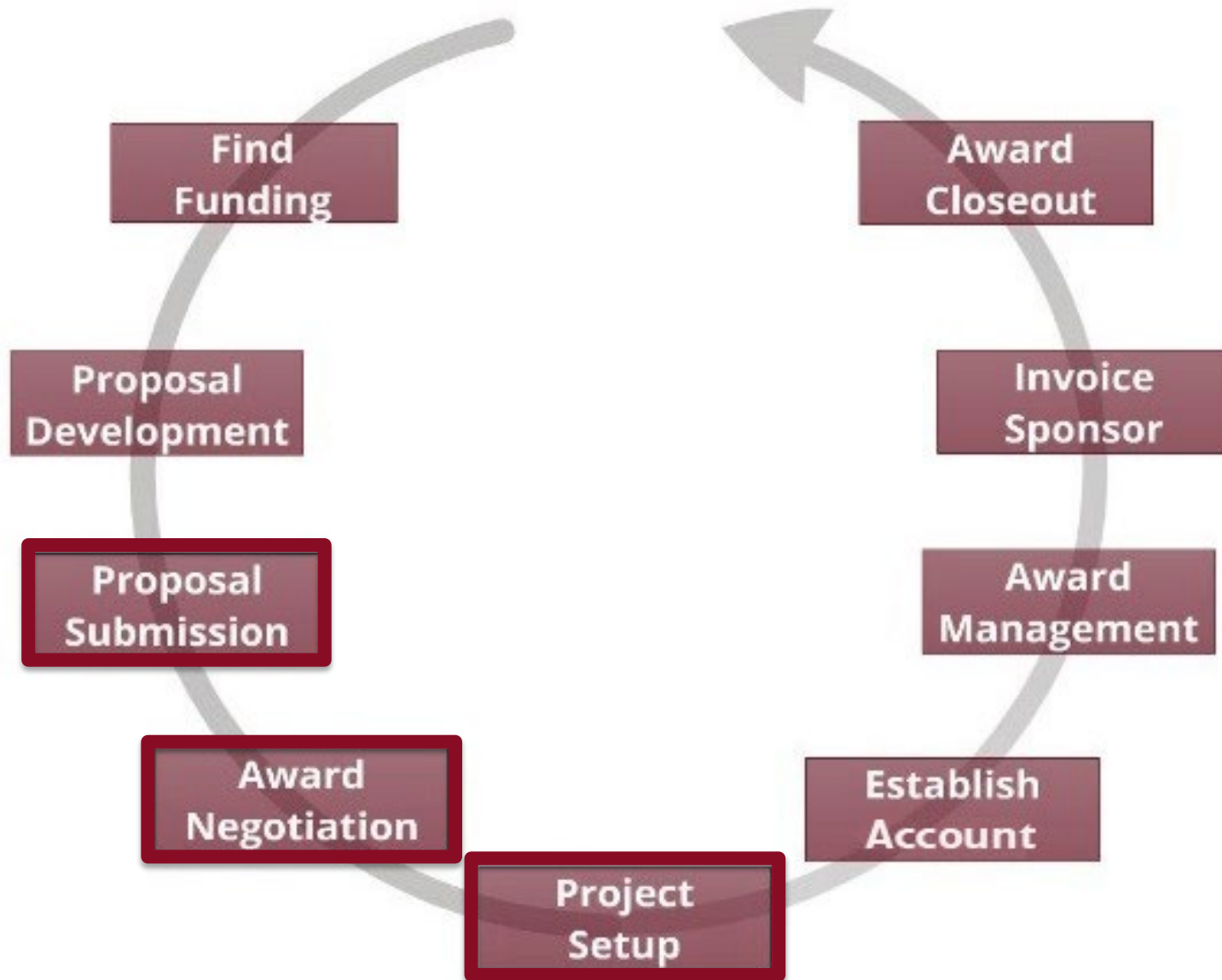
- What OSP Does
- OSP Office Structure
- OSP Services
- OSP Portal and Processes
- What's New?



What OSP Does

The Office of Sponsored Projects (OSP) oversees the pre-award process and award negotiation and set-up. Our administrators provide support and help ensure that both university policies and funders' (sponsors) terms and conditions are followed.





OSP Office Structure

Kevin Enroth, Director

Maroon Team

Justin Stidham – Associate Director

LeLe Kirkpatrick – Subaward Manager

Kim Rayborn – Research Data Analyst

Gretchen Crawford – Senior Admin

**Christopher Gordon – Grants &
Contracts Admin**

White Team

Tina Kinard – Associate Director

Penny French – Assistant Director

Becky Bassett – Senior Admin

Angie Templeton – Senior Admin

**Kerri Jenkins – Grants & Contracts
Admin**



Find Your OSP Administrator

About

Proposals

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Procedures

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Find Your Administrator

View [Sponsor Assignments](#) to find your administrator.

<https://www.osp.msstate.edu/about/find>



MISSISSIPPI STATE
UNIVERSITY™

OSP Overview

Mississippi

Department of Agriculture & Commerce (MDAC)
 → Bureau of Plant Industry (MDAC - BPI)
 → Department of Education (MDE)
 Department of Employment Security (MDES)
 Department of Environmental Quality (MDEQ)
 Department of Human Services (MDHS)
 Department of Mental Health (MDMH)
 Department of Rehabilitation Services (MDRS)
 Department of Transportation (MDOT)
 Department of Wildlife, Fisheries & Parks (MDWFP)
 Development Authority (MDA)
 Institutions of Higher Learning (IHL)
 Other Agencies

Rayborn, Kim

National

Aeronautics & Space Administration (NASA)
 Endowment for the Arts (NEA)
 Endowment for the Humanities (NEH)
 Science Foundation (NSF)

Crawford, Gretchen
 Jenkins, Kern
 Jenkins, Kerri
 Bassett, Becky LEAD/
 Jenkins, Kerri/Gordan, Chris
 Bassett, Becky
 Crawford, Gretchen

Security Agency (NSA)
 National Laboratories

United States

Agency for International Development (USAID)
 Department of Commerce (DoC)
 → National Oceanic & Atmospheric Admin (NOAA)
 Department of Defense (DoD)
 Department of Defense Laboratories
 Department of Education (DOEd)
 Department of Energy (USDOE)
 Department of Health & Human Services (DHHS)
 Department of Homeland Security (DHS)
 Department of Housing & Urban Develop (HUD)
 Department of Interior (DOI)
 Department of Justice (DOJ)
 Department of Labor (DOL)
 Department of State (DS)
 Department of Transportation (DOT)
 Department of Veterans Affairs (VA)
 Environmental Protection Agency (EPA)
 Small Business Administration (SBA)
 Other Federal Agencies

Jenkins, Kerri
 Bassett, Becky
 Crawford, Gretchen
 Kirkpatrick, LeLe LEAD/
 Gretchen Crawford
 Kirkpatrick, LeLe
 French, Penny
 Crawford, Gretchen LEAD/
 LeLe Kirkpatrick
 French, Penny LEAD/
 Gordon, Chris (NIH)
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky
 Bassett, Becky

Non-Grant/Non-Contract Agreements

Confidentiality Agreement (CA)
 Data Use Agreements
 Material Transfer Agreements (MTA)
 Non-Disclosure Agreement (NDA)
 Subawards
 Teaming Agreements (TA)
 Other Non-Financial Agreements

Stidham, Justin
 Stidham, Justin
 Stidham, Justin
 Stidham, Justin
 Kirkpatrick, LeLe
 Follow the sponsor
 Follow the Sponsor

United States Department of Agriculture

Agricultural Research Service (ARS)
 Animal & Plant Health Inspection Service (APHIS)
 Center for Nutrition, Policy & Promotion (CNPP)
 Economic Research Service (ERS)
 Farm Service Agency (FSA)
 Food & Nutrition Service (FNS)
 Food Safety & Inspection Service (FSIS)
 Foreign Agricultural Service (FAS)
 Forest Service (FS)
 Grain Inspection, Packers and Stockyards (GIPSA)
 National Agricultural Library (NAL)
 National Agricultural Statistics Service (NASS)
 National Institute of Food & Agriculture (NIFA)

Kinard, Tina
 Gordon, Chris
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Gordon, Chris
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Kinard, Tina LEAD/Jenkins, Kerri/
 Gordon, Chris/Angie Templeton
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri
 Jenkins, Kerri

Natural Resources Conservation Service (NRCS)
 Risk Management Agency (RMA)
 Rural Development (RD)
 Other USDA

United States Public Health Service

Agency for Health Care Research & Quality
 Agency for Toxic Substances and Disease Registry
 Centers for Disease Control and Prevention
 Food and Drug Administration
 Health Resources and Services Administration
 Indian Health Service
 Chris National Institutes of Health (NIH)
 Office of Global Affairs
 Office of the Assistant Secretary for Health
 Office of the Assistant Sec for Prepare & Response
 Substance Abuse & Mental Health Services Admin

French, Penny LEAD/Gordon,

Other

Appalachian Regional Commission
 ASSURE Research & Development Corp. (ARDC)
 Federal Aviation Administration
 Foundations
 International
 Local Governments
 Non-Mississippi State Agencies
 Non-Profit excluding Foundations-Ext (34)
 Non-Profit excluding Foundations-FWRC (33)
 Non-Profit excluding Foundations-CVM (31)
 Non-Profit excluding Foundations-MAFES/CALS (32)
 Non-Profit excluding Foundations-Research (30)
 Private Profit-Ext (34)
 Private Profit-FWRC (33)
 Private Profit-CVM (31)
 Private Profit-MAFES/CALS (32 Funds)
 Private Profit-Research (30 Funds)
 Promotion Boards
 Research Technology Corporation (RTC)
 School Districts
 SMOAs
 Universities-Prime sponsor unknown

Bassett, Becky
 Templeton, Angie
 Bassett, Becky
 French, Penny
 Jenkins, Kerri
 Jenkins, Kerri
 Templeton, Angie
 Gordon, Chris
 Bassett, Becky
 French, Penny
 Kinard, Tina LEAD/French, Penny
 Templeton, Angie
 Gordon, Chris
 Bassett, Becky
 French, Penny
 Kinard, Tina LEAD/French, Penny
 Templeton, Angie
 Kinard, Tina
 Templeton, Angie
 Jenkins, Kerri
 Graduate Assistants
 Bassett, Becky

Becky Bassett

bbassett@osp.msstate.edu

Appalachian Regional Commission (ARC)
Federal Aviation Administration (FAA)
National Science Foundation (NSF) **LEAD**
National Security Agency (NSA)
United States Department of Commerce (DoC)
United States Department of Homeland Security (DHS)
United States Department of Housing & Urban Develop (HUD)
United States Department of Interior (DOI)
United States Department of Justice (DOJ)
United States Department of Labor (DOL)
United States Department of State (DS)
United States Department of Veterans Affairs (VA)
United States Environmental Protection Agency (EPA)
United States Small Business Administration (SBA)
United States Department of Transportation (DOT)
Other Federal Agencies
Non-Profit excluding Foundations-FWRC (33 Funds)
Private Profit-FWRC (33 Funds)
Universities-Prime sponsor unknown

Gretchen Crawford

gcrawford@osp.msstate.edu

National Aeronautics and Space Act (NASA)
National Laboratories
National Oceanic & Atmospheric Admin (NOAA)
United States Department of Defense (DoD)
United States Department of Energy (DOE) **LEAD**

Graduate Assistants

Subawards
Promotion Boards
Local Government

Penny French

pfrench@osp.msstate.edu

United States Department of Education (DoEd)
United States Public Health Service **LEAD**
→ Agency for Health Care Research & Quality
→ Agency for Toxic Substances and Disease Registry
→ Centers for Disease Control and Prevention
→ Food and Drug Administration
→ Health Resources and Services Administration
→ Indian Health Service
→ National Institutes of Health (NIH) **LEAD**
→ Office of Global Affairs
→ Office of the Assistant Secretary for Health
→ Office of the Assistant Sec for Prepare & Response
→ Substance Abuse & Mental Health Services Admin
Non-Profit excluding Foundations-CVM (31 Funds)
Non-Profit excluding Foundations-MAFES/CALS (32 Funds)
Private Profit-CVM (31 Funds)
Private Profit-MAFES/CALS (32 Funds)
Foundations

Chris Gordon

cgordon@osp.msstate.edu

National Science Foundation (NSF)
USDA-APHIS
USDA Foreign Agricultural Service (FAS)
USDA National Institute of Food & Agriculture (NIFA)
National Institutes of Health (NIH)
Non-Profit excluding Foundations-Ext (34 Funds)
Private Profit-Ext (34 Funds)

Kerri Jenkins

kjenkins@osp.msstate.edu

National Science Foundation (NSF)
International
Local Governments
National Endowment for the Arts (NEA)
National Endowment for the Humanities (NEH)
Non-Profit excluding Foundations-FWRC (33 Funds)
Private Profit-FWRC (33 Funds)
School Districts
United States Agency for International Development (USAID)
USDA National Institute of Food & Agriculture (NIFA)
USDA Other

Tina Kinard

tkinard@osp.msstate.edu

Non-Profit excluding Foundations-MAFES/CALS (32) **LEAD**
Private Profit-MAFES/CALS (32 Funds) **LEAD**
Promotion Boards **LEAD**
USDA Agricultural Research Service (ARS)
USDA National Institute of Food & Agriculture (NIFA) **LEAD**

LeLe Kirkpatrick

Lkirkpatrick@osp.msstate.edu

United States Department of Defense (DoD) **LEAD**
US Department of Defense Laboratories
United States Department of Energy (DOE)
Subawards

Kim Rayborn

krayborn@osp.msstate.edu

ALL Mississippi Agencies & Entities

Justin Stidham

jstidham@osp.msstate.edu

Confidentiality Agreement (CA)
Data Use Agreements
Material Transfer Agreements (MTA)
Non-Disclosure Agreement (NDA)

Angie Templeton

atempleton@osp.msstate.edu

ASSURE Research & Development Corporation (ARDC)
Non-Mississippi State Agencies
Non-Profit excluding Foundations-Research (30 Funds)
Private Profit-Research (30 Funds)
Research Technology Corporation (RTC)
USDA National Institute of Food & Agriculture (NIFA)

FOR MORE INFORMATION:

Contact the Office of Sponsored Projects
at 662.325.7404 or or@osp.msstate.edu.
You can also visit the OSP website at
www.osp.msstate.edu

Universities - administrator for PRIME sponsor

Private Profit, Private Non-Profit, Mississippi Agencies, International, Local Governments, Non-Mississippi State Agencies, and School Districts will be handled by the listed administrator regardless of the Prime agency.

OSP Services

- Review budgets for accuracy & compliance with university/sponsor guidelines
- Assist with navigating proposal submission portals
- Communicate with departmental/college research administrators during pre-award process
- Review proposals prior to submission to ensure requirements are met
- Enter proposal information in Banner and maintain records of submitted proposals
- Review contract terms and conditions and request changes as needed
- Serve as administrative point of contact with sponsoring agencies
- Enter award information (new awards, modifications) in Banner
- Complete award templates for subawards on MSU projects
- Submit proposals, no-cost extensions, budget revisions, change of PI, etc. to sponsor



OSP Service Request Portal (Samanage)

MSU Office of Sponsored Projects Service Desk

What can we help you with?



Welcome to the MSU Office of Sponsored Projects service desk. Please submit your request, or call our office at 662-325-7404 with any questions.

Highlighted Services

Proposal Submission Request

Award/Contract Review

Award Modification Request

Review of a Non-Financial Agreement/Other Request

Subaward Creation/Modification

Sponsor Portal Access

Active Requests ▼

Hays_MHC_G00006927

#20612 · Created on Aug 24, 2022

Waiting on PI/Department

Enroth_MDOT_Master Contract

#20404 · Created on Aug 10, 2022

Waiting on Fully Executed

Bethel_DOJ_Award

#20163 · Created on Jul 27, 2022

Waiting on Fully Executed

May_DOJ_Award

#20156 · Created on Jul 27, 2022

Waiting on Fully Executed

Parrish_MOHS_Award

#20072 · Created on Jul 20, 2022



Proposal Submission Request


Proposal Submission Request

Category Proposals

Request assistance with a proposal submission.

All proposals with a due date must be submitted as a final version with all required documents and approvals no later than three (3) business days prior to the submission.

Useful Links:
[OSP Forms](#)
[Proposal Preparation](#)

Requester *
 Kim Rayborn

CC

Limited Submission? *
Select

Departmental Contact

Department/Organization

Phone Number

Sponsor Type
Select

Sponsor


Principal Investigator (if different from Contact N...

Party Responsible for Submitting
Select

Fund Type
Select

Comments

Link to funding announcement (if available)

Due on
Select Date 

Priority
Medium

[Attach files](#)



Proposal Procedure

- Create a ticket and send funding announcement to OSP Admin
- Send budget and justification to Dept Business Manager and OSP
- Complete proposal is submitted to OSP (3 days prior to submission)
- OSP Admin reviews
- OSP Admin submits
- OSP Admin signs IAS and processes in files and Banner.



Award/Contract Review

Award/Contract Review

Category Award/Contract

Request review of an award or contract.

Requester *

 Kim Rayborn ▼

CC

Principal Investigator (if different from Contact N...

Departmental Contact

Fund Type

Select ▼

Department/Organization

Proposal # (if known)

Phone Number

Comments

Sponsor Type

Select ▼

Due on

Select Date 

Sponsor

Priority

Medium ▼

 Attach files



Award Modification Request

Award Modification Request

Category Award/Contract

Request a modification to an existing award, such as an extension of time, change in PI, etc.

[Useful Links:](#)

[OSP Forms](#)

Requester *

 Kim Rayborn ▼

CC

Departmental Contact

Department/Organization

Phone Number

Sponsor Type

Select ▼

Sponsor

Principal Investigator (if different from Contact N...

Fund Type

Select ▼

Grant #

Comments

Due on

Select Date 

Priority

Medium ▼

 Attach files



Review of a Non-Financial Agreement

Review of a Non-Financial Agreement/Other Request


Category Non-Financial Agreements

Request review of a non-financial agreement, such as a Teaming Agreement, NDA, MOA/MOU, Material Transfer Agreement and any other request that does not fall into one of the other categories.

[Useful Links:](#)

[OSP Forms](#)

Requester *

 Kim Rayborn	Sponsor
CC	
Departmental Contact	Principal Investigator (if different from Contact N...
Department/Organization	Fund Type
Phone Number	Description of Request
Type of Agreement	Due on
Sponsor Type	Priority
	Attach files



Award/Contract/Modification Process

- Sponsor sends unsigned contract to OSP Admin for review
- OSP Admin makes changes or sends to General Counsel if needed
- OSP Admin has contract signed by OSP Director and Sponsor signature authority
- OSP Admin submits modification request to Sponsor and, if approved, has modification signed by OSP Director
- After contract/modification is FULLY executed and returned to OSP, it is processed in Banner and sent to SP Accounting



Project Setup Process

- OSP receives the Award/Contract
- OSP reviews the terms and conditions, send to General Counsel for review, requests changes if needed(this is where the process is unpredictable)
- Award packet is Compiled, Entered in Banner, & Sent to SPA



Subaward Creation/Modification

Subaward Creation/Modification


Category Subawards

Request assistance with a subaward, such as establishing a new subaward or modifying an existing one.

[Useful Links:](#)

[OSP Forms](#)

Requester *

 Kim Rayborn ▼

Type of Action

Select ▼

CC

Grant #

Departmental Contact


MSU PI

Department/Organization

Comments

Phone Number

Due on

Select Date 

Subawardee Name

Priority

Medium ▼

 Attach files



Subaward Process

- Once a fund number has been assigned, a Request for New Subaward can be submitted to OSP
- OSP determines which subaward agreement template to complete and send and conducts a risk assessment on the subrecipient
- OSP sends the subaward agreement to the subrecipient administrative contact
- Once fully executed, OSP completes Banner data entry for the subaward and sends information to the PI and departmental contact



What's New?

- FY22 was a record-breaking year, closing at \$251 M in awards!
 - \$246 M in FY21
- Over 1,500 proposals submitted two years in a row
- We've moved! All ORED offices are now located at 301 Research Boulevard.



Contact Information

Kevin Enroth

Phone: 5-7404

Email: enroth@osp.msstate.edu

Office: 301 Research Boulevard

Mailstop: 9564 Office of Sponsored Projects



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OSP Overview