

Office of Research and Sponsored Programs Administration



www.etsu.edu/research/
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The Office of Research and Sponsored Programs Administration (ORSPA) promotes and facilitates externally funded research, instruction and public service projects at East Tennessee State University. ORSPA offers a wide range of research and grant administration services to faculty, staff and students including assistance in the following:

Seeking External Funding

- Identify external funding opportunities
- Prepare grant proposal budgets
- Prepare compliance and other forms
- Review grant proposals
- Submit grant proposal electronically

Award and Contract Negotiation and Acceptance

Managing Funded Projects

- Grant account setup
- Rebudget grant funds
- Draft Subaward Agreements
- Electronic report submission
- No cost extensions
- Change of PI requests
- Grant transfer
- Award closeout

Electronic Research Administration

- Register ETSU with sponsor web sites
- Register users with sponsor web sites
- Submit and/or approve requests

Research Compliance

- Biosafety and Radiation Safety
- Responsible Conduct of Research
- Conflict of Interest
- Human Subjects Research Protection

Sponsored Projects Reporting

(quarterly, annual and as requested)



Appalachian Student Research Forum

- Organization and administration

Administering Internal Funding Programs

- Research Development Committee (RDC) grants
- Student-Faculty Collaborative grants

Administrative Support for ETSU Committees

- Research Development Committee
- Student Research Forum Task Force
- Biosafety Committee

Education, Professional Development and Outreach

- Workshops
 - Grant proposal writing
 - Grant proposal budget development
 - Grant administration
 - Finding external grant funding
 - Internal funding opportunities
 - Electronic Research Administration
- Newsletters
- Grant Administrators' Listserv

Liaison with **East Tennessee State University Research Foundation**, a not-for-profit foundation created to support technology transfer research, scholarly activities and entrepreneurship.

Our Mission....

To promote and support scholarly activities at East Tennessee State University by administering external support for research, instruction and service programs, and providing professional development opportunities for faculty, staff and students.



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