

The Office of Grants and Sponsored Research (OGSR) is the Pre-Award (proposal development through award) administration office providing services for all schools and units at St. John's University. The OGSR provides guidance to help faculty and administration identify appropriate sponsors, interpret guidelines, develop budgets, and to ensure compliance with University and sponsor requirements. OGSR is responsible for coordination of the submission of sponsored project proposals on behalf of the University.

In order to ensure that funds provided through external sponsors are regulated in proper accordance with University and sponsor policies, all external funded projects for research or scholarly activity are to be coordinated through the OGSR. The OGSR will act as the central support service for all outgoing proposals being submitted to Federal, State, City and private foundations sponsors. Any applicant wishing to move forward in submitting a grant proposal to any Federal, State, or private entity should first consult the OGSR for direct assistance. The OGSR will conduct a comprehensive review of the appropriate program guidelines to ensure the proper departmental coordination in regard to the submission. In cases where the OGSR confirms that the agency guidelines classify a funding application as a gift allocation, the OGSR will inform the investigator accordingly and forward all information to the Department of Institutional Advancement for full processing.

A **SPONSORED PROJECT** (grant) is defined as an externally funded research or scholarly project that has a defined scope and set of objectives, which provides a basis for accountability and expectations for the sponsor. Grants may be awarded through governmental and state entities, as well as the private-sector. A grant often includes funding for fringe benefits or indirect costs for facilities and administration as part of the mandated budget components.

Defining features of a grant include the following:

- A specific period of time allocated for conducting the project (Performance Period)
- A detailed budget explicating all expenditures pertinent to the project
- Sponsor requires a formal detailed narrative written in strict accordance to the appropriate Request for Proposal (RFP) guidelines
- Deadlines: Award notices specify specific beginning and end dates pertaining to the life of the grant
- Accountability: The sponsor may require quarterly, annual, or final reports to evaluate project performance and to ensure programmatic conformance
- Return of unexpended funds to the sponsor at the conclusion of a grant

A **GIFT** is defined as an item of value given to the University by a donor who expects nothing of significant value in return, other than recognition and disposition of the gift in accordance with the donor's wishes. Gifts may come from non-governmental sources or the private sector (such as individuals, groups, and businesses).

Defining features of a gift include the following:

- While a gift may be intended for use in a certain timeframe, there is no mandated performance period
- A proposal submission may be informal, and submitted in the form of a Letter of Intent from the President, Provost, Dean, Faculty, of the Office of Development
- There is no formal fiscal accountability to the donor; funds are awarded irrevocably

We thank you for your continued assistance and support.