

Sponsored Projects - Who ya' gonna call?



	Department	OSP	SPA
Pre-award (Proposal) Stage			
Start working on a proposal		aggrant@utk.edu * ASAP	
Proposal preparation (requirements, formatting, Cayuse, etc.)		Coordinator http://agriculture.tennessee.edu/sponsoredprograms/contacts.asp	
Proposal budget (before sharing with sponsor)		Coordinator -** UT/sponsor guidelines, UT/sponsor budget forms	
Submit proposal		Federal – OSP Dir./Asst. Dir. Other – Coord. (PI may be able to submit after OSP approval)	
Award Stage			
Forward award or draft contract to		aggrant@utk.edu	
Confirm you approve budget, scope of work, terms and conditions of award (and subawards, if applicable)		Coordinator **	

*aggrant@utk.edu & extensiongrants@utk.edu are interchangeable.

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** Business manager may advise you and coordinator.

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Award State (continued)			
Negotiate contract terms		rxhafera@utk.edu	
Negotiate and set up subaward		rxhafera@utk.edu	
Award in Cayuse		aggrant@utk.edu	
Request new account and post budget		aggrant@utk.edu	
Set up new account			agspa@utk.edu
Post-award			
Help monitor performance & spending	Bus. Manager		
Budget amendments			agspa@utk.edu
Change in key personnel, no-cost time extensions		aggrant@utk.edu	
Prepare/submit financial reports (SF-425)			agspa@utk.edu
Submit progress reports		aggrant@utk.edu if OSP required to submit	
Award close-out			agspa@utk.edu **

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Other activities/questions			
Faculty Incentive Plan request	CVM – Business Manager (at time of award)	Extension or AgResearch – Coordinator (at time of proposal)	
Non-exchange check	Business Manager		
Confidentiality/Non-disclosure agreement		aggrant@utk.edu	
Material transfer agreements (materials in-coming or out-going) – send draft agreements or request MTA		aggrant@utk.edu	
Intellectual property issues		rxhafera@utk.edu , Janeburns@utk.edu (or UTRF https://utrf.tennessee.edu/)	
Compliance issues		Janeburns@utk.edu or http://agriculture.tennessee.edu/sponsoredprograms/compliance.asp	

Questions?

UTIA Office of Sponsored Programs – Jane Burns, Rumira Xhaferaj, or coordinator

- aggrant@utk.edu or extensiongrant@utk.edu (ext. 4-7357)
- <http://agriculture.tennessee.edu/sponsoredprograms/contacts.asp>

UTIA Sponsored Projects Accounting:

- AgResearch:
 - Department Business Manager
 - AgSPA@utk.edu or Joan Webb (jwebb44@utk.edu; ext. 4-7278)
- Extension/CVM:
 - Department Business Manager
 - AgSPA@utk.edu or Janelle Alexander(jpresco1@utk.edu; ext. 4-7447)

Unit Budget Officers:

- Missy Kitts, Extension (jmkitts@utk.edu; ext. 4-7113)
- Tonya Kenley, CVM (tcromwel@utk.edu; ext. 4-0988)
- Cyndie Nichols, AgResearch (cnichols@utk.edu; ext. 4-7122)
- Amy Stover, Herbert College, UTIA Administration (amwallace@utk.edu; ext. 4-7453)
- Tim Fawver, CBO to Chancellor (tfawver@utk.edu; ext. 4-7108)

Questions?

Departmental Business Managers:

- 4-H & ALEC – Lela Moore (lmoore7@utk.edu)
- Agricultural & Resource Economics – Chris Rhodes (crhodes7@utk.edu)
- Animal Science – Heather Means (hmeans@utk.edu)
- Biosystems Engineering & Soil Science – Nicole Leverton (ngott@utk.edu)
- Biomedical & Diagnostic Sciences – Emily Dyke (edyke@utk.edu)
- Center for Renewable Carbon – Lyssa McKenry (lmckenry@utk.edu)
- Entomology & Plant Pathology – Kimberly Campbell (kcamp@tennessee.edu)
- Family & Consumer Sciences – Vicky Friend (vfriender1@utk.edu)
- Food Science – Davean Brown (dtbrown@utk.edu)
- Forestry, Wildlife & Fisheries – Lisa Widener (lcashion@utk.edu)
- Large Animal Clinical Sciences – Catheryn Hance (chance1@utk.edu)
- Plant Sciences – Sherri Dugger (sdugger@utk.edu)
- Small Animal Clinical Sciences – Cindy Knisley (cknisley@utk.edu)

Resources

- UTIA Office of Sponsored Programs website:
<http://agriculture.tennessee.edu/sponsoredprograms/>
- Links to UT and UTIA policies and procedures:
<http://agriculture.tennessee.edu/sponsoredprograms/policies.asp>
- Uniform Guidance: <https://www.ecfr.gov/cgi-bin/text-idx?SID=5206145ccd8d4e55b23d22b1a6f24081&mc=true&node=pt2.1.200&rgn=div5>