



## Professional Staff

**Martin Williams**, Director  
973.720.3263

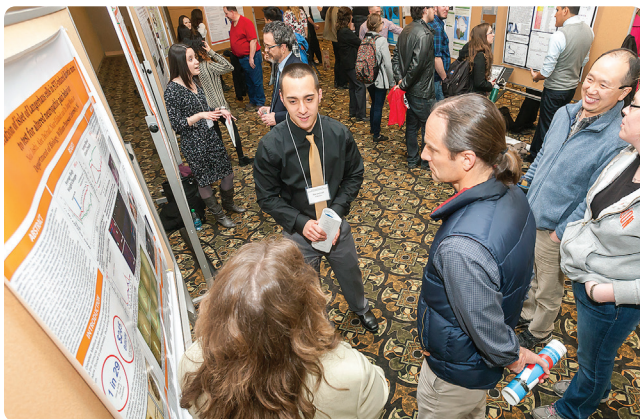
**TBA**, Assistant Director, Pre-Award Services  
973.720.3794

**Maureen Peters**, Program Assistant and Editor, *The Star Report*  
973.720.2852

**Maria Slump**, Post-Award Coordinator  
973.720.3573

**Stephen Hahn**, Associate Provost for Academic Affairs  
973.720.2122

The Office of Sponsored Programs reports to the Office of the Provost through the Associate Provost for Academic Affairs.



## Office of Sponsored Programs Mission and Services

The mission of the Office of Sponsored Programs is to provide value-added assistance to encourage, develop, and support the research, scholarship, education, creative and community service aspirations of William Paterson University's faculty, staff, and students.

The Office of Sponsored Programs accomplishes its mission by:

- Collaborating in the development of projects and leading the submission of proposals to Federal, State, and other government sponsors, grantmaking public charities, professional associations, and some commercial sponsors.
- Securing and initiating awards, supporting stewardship and compliance requirements, and assisting in closing-out individual awards.
- Developing, monitoring and implementing policies to ensure compliance with sponsor expectations and related regulatory requirements.

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OFFICE OF SPONSORED PROGRAMS

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# Sponsored Programs Bring You Results, Rewards, and Benefits



# Office of Sponsored Programs

## “Promoting Ideas Into Knowledge”

The Office of Sponsored Programs (OSP) provides assistance and support to William Paterson University faculty and staff who seek external grant or contract support for research, teaching, service, public programs, creative endeavors, conferences and other types of projects from federal, state, and other government sponsors, grantmaking public charities, professional associations, and some commercial sponsors. The Office of Sponsored Programs concentrates its activities in three areas:

- Proposal development, submission, and finalization of contracts (Pre-Award)
- Award set-up, management, and reporting (Post-Award)
- Fulfillment of contract terms and regulatory requirements (Compliance)

## Proposal Development and Submission

We maintain databases, reference resources, distribute information, provide individualized assistance to applicants, and manage the proposal review progress. Pre-Award Services are any and all efforts leading up to the submission of a funding request, including:

- Idea development
- Funder identification
- Proposal strategizing
- Photocopying and mailing
- Conversion and electronic submission
- Contract negotiation
- Individualized assistance to applicants

## Award Management Support

Post-award services enable the successful completion of projects and sponsor requirements, including:

- Contract completion
- Project start-up
- Subcontract preparation and monitoring
- Budget and program revisions
- Report submission
- Individualized assistance to project leaders

## Compliance

The Office of Sponsored Programs supports William Paterson University's efforts to comply with sponsor terms, conditions, and regulatory requirements, such as:

- Federal, state, University policies, regulations, and procedures
- Institutional Review Board (IRB) for Human Subject Research
- Effort reporting
- Conflict of interest and commitment
- Misconduct and fraud
- Support and training to project staff
- Non-financial terms, conditions, and requirements of sponsors
- Patents
- Material transfer and disclosure agreements
- Project-specific requirements

**Find out what our office  
can do for you!**

**Office of Sponsored Programs**  
309 Raubinger Hall • Wayne, NJ 07470  
grants@wpunj.edu  
973.720.2852 • Fax 973.720.3573  
wpunj.edu/OSP

## Benefits of External Support

- Increases impact of research activities that creates new knowledge
- Encourages artistic activity that creates and shares culture
- Promotes teacher professional development that enables excellent educational practices
- Recognizes the contributions of the recipient's research, creative or service activity to their colleagues and the community
- Supports business development that strengthens the economy
- Inspires students to reach their goals
- Engages project leaders in personal and professional growth

## Events

The Office of Sponsored Programs coordinates William Paterson's annual celebration of faculty and student creative activity, research and scholarship. An annual reception recognizes award recipients.

## Publications

- Funding Opportunity Announcement, weekly email during academic year
- Newsletter, published bi-annually
- Website, featuring recognition of successes, proposal and award management resources, and related information

## Workshops and Webinars

The Office of Sponsored Programs provides educational opportunities to assist applicants through the processes that will result in submission of a successful proposal and then management of an award.

- In house workshops presented by experienced applicants and award recipients
- Special workshops and seminars led by guest presenters
- Webinars offered by sponsors and other organizations
- Support for registration and travel costs to a conference, workshop or meeting with a sponsor to improve proposal development and competitiveness

## Online Databases and Resources

- Search Engines: GrantSearch, Pivot and Grants.Gov
- Grants Resource Center / AASCU
- Other proposal preparation resources