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.
**Proposal Development and Submission**
We maintain databases, reference resources, distribute information, provide individualized assistance to applicants, and manage the proposal review process. 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

**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 and Grants.Gov
- Grants Resource Center / AASCU
- Other proposal preparation resources