INTRODUCTION

The mission of the Medical School Office of Research and Graduate Studies is to support researchers in seeking, securing and administering public and private grants and sponsored projects agreements that contribute to individuals’ professional development, strengthen the quality of the institution’s academic and support programs, and enhance the stature of the University.

A sponsored program is an award from an external source (the "sponsor") for an agreed purpose with sufficient custodial responsibility to warrant unique administrative accountability. It is established by an agreement, usually called a grant or a contract, between UW and the sponsor. It generally requires that UW do some or all of the following:

1. provide a fiscal report subject to audit, which implies formal liability for UW
2. return funds/goods not consumed
3. perform a defined scope of work
4. maintain confidentiality of information
5. submit a detailed report of performance
6. provide something of value to the sponsor; and
7. comply with terms/conditions set by the sponsor.

This differs from a gift, which has the characteristics that it is irrevocable, the sponsor does not require UW to provide any tangible item in return, and that UW has full discretionary control over its use, though the purpose for which it is used may be specified broadly by the donor.

To aid faculty and staff in the University’s procedures and policies governing sponsored programs, we have compiled the following information in response to some common questions on grantsmanship and project management. We hope this guide will be of benefit to you by providing answers to these basic questions. Our staff is available to assist you in this process as needed. Good luck and wishing you success for the future!