OSP Current and Pending process 2-19-2021

1. Within 4 days of receiving Request for Proposal Assistance, OSP Grant Specialist emails spreadsheet with proposal and award list to the College/Department contact (or PI in cases where there is no College/Department pre-award contact). Email will contain proposal ID/Number, PI name, known proposal information and date due back to OSP.
   A. COLLEGES WILL UPDATE BASED ON THEIR PROCEDURES: Per college procedures, [College/Department Financial contact or PI reviews] current award list and
      o Updates the highlighted effort column with updated effort numbers.
      o Selects the appropriate code from Column A
         • **R – Reviewed and confirmed**
         • **E - Edited**
   B. PI or College/Department contact reviews PI data tab for accuracy. If edits are needed, please enter them in the "Notes" Column.
   C. PI or College/Department contact completes highlighted columns
      o Column A: Select appropriate code from dropdown (or use Notes if necessary)
         • **R - Reviewed and confirmed**
         • **X - Delete**
         • **E - Edited**
         • **A – Added (*complete all columns of information*)**
      o IMPORTANT**: Please do not "cut+paste" as it will break the formulas built into the spreadsheet. Add new rows to bottom of spreadsheet.**
2. If PI is required to report "Other Support" (required for NIH), PI enters information in "Other Support" tab.
3. College/Department contact (or the PI, in cases where there is no college/department contact) will return the C&P spreadsheet back to OSP Grant Specialist **by the due date in the OSP email, typically 6 days before Sponsor due date,** to enable OSP to create the C&P form by the 4-day deadline. ONLY ONE COPY OF SPREADSHEET SHOULD BE SENT BACK to Grant Specialist.
   A. GS updates PODS based on feedback about rejected proposals
   B. PI/College Dept's work with OSP if changes are needed to Award information in PATS/Banner
4. **Non-NSF Proposals**, OSP Grant specialist prepares the current and pending form based on Sponsor format and notifies Grants Administrator that C&P ready. Grants Administrator sends out final C&P document as part of final grant package for PI approval.
5. **NSF Proposals:** NSF now requires PIs to use an NSF approved format. The recommended form is to generate C&Ps from SciENcv.
   A. OSP and College/Department follow steps 1,2 and 2 above. *PIs/Colleges will need to return NSF Current and Pending spreadsheets to OSP to ensure OSP can update its systems with any edited information.*
   B. OSP GS will send College/Department contact or PI a courtesy copy of the formatted Current and Pending form for the PI to use when entering information into SciENcv as it contains effort percentages.