

## **The Office of Research and Sponsored Programs (ORSP)**

ORSP is the centralized Montefiore Medical Center administrative office that oversees the sponsored program applications and award process and provides support to faculty regarding extramural activities. It documents policy, provides on-going information to faculty regarding sponsorship, policy changes, funding opportunities, and generally assists faculty in all aspects of the pre-award process.

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### **ORSP Review**

Every sponsored program and/ or research proposal must be submitted to the ORSP. Evaluation by the ORSP includes review for accuracy of administrative information and budget, as well as for compliance with Federal, State, New York City, and Montefiore Medical Center regulations, such as those pertaining to biosafety, or to the use of human subjects, vertebrate animals, or recombinant DNA.

The Director of the ORSP, has been designated by the MMC Office of the President as the institutional official who provides institutional endorsement of each extramural proposal. This individual will provide the needed institutional endorsement within five business days of the receipt of proposals. Applications must be complete to receive endorsement.

### **ORSP Services**

The ORSP provides information regarding funding opportunities, advice when preparing extramural research proposals, assistance with budget preparation, and general information regarding policies on human subjects, animal welfare, recombinant DNA, misconduct in science, etc. The ORSP interfaces with research sponsors and will intervene on behalf of a research investigator regarding funding conflicts, compliance, and sub-contracting issues.