Department of Contracts & Grants

- Provide pre- and post- award services to facilitate and support sponsored projects
  - Proposal Review, Approval and Submission
  - Award Acceptance, Set-up and Management
  - Subcontracting
  - Training and Education
- Develop and maintain positive sponsor relationships

https://research.usc.edu/dcg/
Proposal Services

• Review, approve and submit proposals to extramural sponsors
  • Review solicitation
  • Verify institutional information
  • Verify budget for correct rates and cost sharing
  • Verify regulatory reviews
  • Ensure the proposal meets the sponsor’s submission requirements
  • Identify and address any terms and conditions of the anticipated award
Enhanced Proposal Review

For final proposals submitted three days in advance of the sponsor's deadline, DCG will conduct a comprehensive review of the proposal by verifying:

- Formatting: Font type and size, margins, page limits
- Completeness for inclusion of all required sections
- Budget calculations, rates and cost-sharing
- Institutional information
- Proposal Approval Record (PAR) or Kuali Coeus (KC)
- Regulatory reviews
Award Services

- Negotiate and accept awards on behalf of the University
- Provide post-award guidance and assistance
  - Interpret terms and conditions
  - Identify and submit prior approval requests
  - Review and submit supplements, continuations, and renewals
  - Facilitate and document report submission
  - Facilitate award closeout
- Issue and negotiate subcontracts to other institutions
  - Assist in the monitoring of the subcontracts
Training & Education

- Provide comprehensive training program in sponsored projects
  - C&G Curriculum
  - KC PreAward Training and Support
- Provide one-on-one training for faculty and staff, as requested
Clinical Trials Office

- Provide support services for industry sponsored clinical trials
  - Budgeting
  - Conducting coverage analysis
  - Contracting
  - Developing sponsor relations

https://research.usc.edu/clinical-trials-at-usc/
Communication is the key!