UNIVERSITY OF
South Carolina

Molinaroli College of
Engineering and Computing

Policy: Administration of Sponsored Awards

Date: April 14, 2026

This policy applies to all units within the Molinaroli College of Engineering and Computing (MCEC). The College policy is subordinate to related policies outlined in the University of South Carolina Faculty Manual and the Policies and Procedures Manual - Office of the Provost, University of South Carolina. In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

I. Purpose

The purpose of this policy is to define expectations for communication and collaboration between Principal Investigators (PIs), MCEC Office of Research and the Research Enhancement and Development (RED) Team to ensure the responsible management of sponsored programs administration. This policy supports effective oversight, promotes compliance with institutional and sponsor requirements, and ensures timely identification and resolution of issues related to proposal submissions.

a. Definitions

Principal Investigator (PI): Individual primarily responsible for the overall design, conduct, and management of a sponsored research project, program, or activity. The PI is accountable for ensuring compliance with sponsor requirements, institutional policies, and applicable laws and regulations. This includes financial stewardship, technical reporting, and the ethical conduct of research.

RED Team: Professional staff member responsible for the preparation, reviewing and submitting proposals or letters of intent through MCEC Office of Research.

MCEC Office of Research: Team of professional staff members working for Molinaroli College of Engineering and Computing that collaborates with PI's and RED Team as needed to support MCEC PIs.

II. **Policy**

To support the effective administration of sponsored research and ensure compliance with institutional and sponsor requirements, the MCEC establishes the following communication expectations.

a. **Responsibility for Consideration**

During the development of all project proposals, and prior to any formal proposal submission, consideration must be given to the question of whether a proposed project ought to be classified as a "sponsored project" as defined in RSCH 1.07.

b. **Project Classification**

1. When considering whether a proposed project ought to be classified as a "sponsored project," questions must be directed to the MCEC Office of Research. A member of the RED Team will respond to informal inquiries in a timely manner to address any questions and resolve the question of project classification.
2. If informal discussions do not resolve the question of whether a project ought to be classified as a "sponsored project," full project details shall be referred to the Office of Sponsored Awards Management (SAM) or their designates, for additional review.

c. **Submission of Sponsored Project Proposals:**

Sponsored project proposals must be submitted for administrative review and approval using the University's designated process/system (USCeRA) prior to submitting to an external organization.

If it is determined that a PI is not following the Administration of Sponsored Awards Policy and submits a proposal to a sponsor prior to administrative review and approval in USCERA, a member of the RED Team will notify the

MCEC Associate Dean for Research. The Associate Dean for Research will send an email notifying the PI that this is not acceptable behavior.

If a PI routinely disregards the Administration of Sponsored Awards Policy, a member of the RED Team will notify the MCEC Associate Dean for Research. The Associate Dean for Research will send an email notifying the PI's Department Chair and the MCEC Dean of the repeated policy violations. The Department Chair and the MCEC Dean will determine what consequences are appropriate.