



Message from the Director

For much of our history, EVMS has focused on our role as a teaching institution serving our community. In that vein, the mission of the Office of Sponsored Programs is to provide outstanding service to our faculty and staff in their pursuit and management of external funding. Our pre-award team handles the preliminary review, approval and submission of all proposals as well as the negotiation and establishment of awards.

As Director of the Office of Sponsored Programs, I feel inspired by the commitment to excellence of our faculty, staff and students. I am thankful for having the opportunity to lead this team in our own pursuit of excellence and to continue to learn from my interactions with our many partners on campus and off.



OFFICE OF SPONSORED PROGRAMS

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OFFICE OF SPONSORED PROGRAMS



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About OSP

Eastern Virginia Medical School's Office of Sponsored Programs (OSP) functions as the steward of EVMS' \$45 million research portfolio, and its staff is responsible for ensuring that all research projects and proposals comply with institution, federal and sponsor regulations, policies and procedures. Our office is comprised of a team of administrators providing customer-friendly support services to faculty and staff to facilitate the submission of sponsored grants, contracts, and clinical agreements. In addition, Sponsored Programs manages all pre-award administrative and negotiation issues and is authorized as the institutional office to submit proposals.

What does OSP do?

- Provides assistance in proposal budget development and proposal submission
- Reviews, negotiates and executes sponsored project contracts
- Collaborates with researchers, department administrators and other staff members to resolve issues of institutional cost sharing, contractual terms and budget matters
- Coordinates communication with sponsors, progress reporting and any other type of reporting required as part of the award process
- Reviews and advises EVMS' research community on matters of new or revised federal and state laws, and rules and regulations that affect research administration

When and What to submit?

- Investigators should notify OSP as soon as they know they intend to submit a proposal and provide a copy of or web link to the sponsor's guidelines
- A completed proposal, OSP Proposal Approval Form with conflict of interest verifications, budgets (approved if cost match required), and PI, Co-Is, and department chair signatures
- A completed proposal package must be submitted no later than three business days prior to the agency's deadline

Who to contact?

Send an email to the OSP@evms.edu mailbox and you will be contacted within 36 to 48 hours confirming your submission and which administrator you will be partnering with. https://myportal.evms.edu/research/administration/sponsored_programs/

