SPONSORED PROGRAMS ADMINISTRATION
Service and Support Every Step of the Way

SPONSORED PROJECT LIFECYCLE

Sponsored Programs Administration (SPA) is a service unit under the Office of the Vice Chancellor for Research and Innovation, supporting the research enterprise throughout the entire lifecycle of an externally sponsored project, from proposal submission to award closeout.

ROLES AND RESPONSIBILITIES

SPA divisions are structured under six key functions, all of which are responsible for ensuring compliance with university, federal, state, and contractual policies.

- **Processing and Records Management**
  Manages data entry for proposal award and subaward information and routes communications between staff, investigators, and departments.

- **Proposal Submission**
  Reviews, approves, and submits external funding requests.

- **Award Negotiation**
  Negotiates sponsored project agreements, ensuring reasonable terms and conditions.

- **Award Management**
  Provides post-award financial management and acts as a liaison between departments, investigators, and sponsors.

- **Audit and Compliance**
  Coordinates functions of internal and external audits with an emphasis on sponsored research compliance.

- **Data and Systems**
  Provides sponsored project, billing, letter of credit draws, financial reporting, cash management, and systems support.

RESEARCH ADMINISTRATION SYSTEMS

The electronic systems that support the Illinois research community.

- **Banner**
  Tracking for financial, student, and human resources information and sponsored project expenditures.

- **myProposals**
  Internal approval, routing, and status tracking of external funding requests.

- **myResearch Portal**
  Integrates sponsored project administrative, financial, and compliance information in a single user-friendly system.
The Sponsored Programs and Research Compliance (SPaRC) program provides the university research community with a platform to exchange and disseminate information related to the support of the sponsored research portfolio.

**SPaRC’Ed**
A certification series that provides research administrators with the knowledge and skills necessary to administer sponsored programs and research activities.

**SPaRC Quarterly Meetings**
The meetings serve as a platform to exchange and disseminate information related to research administration.

**SPaRC Retreat**
All-day annual retreat for research administrators to learn about exciting research, new initiatives, and various topics related to the support of sponsored projects.

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**SPA ADMINISTRATION**

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**FY 19 RESEARCH STATISTICS**

- 3,343 Proposals Submitted
- $593M Total Awards
- $582M Research Expenditures

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