

Sponsored Programs Administration Faculty Guide



Sponsored Programs Administration in the Office of Research provides extensive support to principal investigators seeking external funding for research and creative scholarship at Kennesaw State University.

Key Services We Provide

- **Proposal Development & Submission:** Guidance and administrative support for developing, routing, and submitting proposals to external sponsors.
- **Award Setup & Management:** Establishes award accounts, assists with budget setup, and monitors project expenditures and compliance.
- **Contracts & Subawards:** Reviews, negotiates, and executes research-related agreements and subawards with partnering institutions or sponsors.
- **Compliance & Regulatory Guidance:** Ensures adherence to federal, state, and institutional requirements including Uniform Guidance (2 CFR 200), sponsor policies, and internal procedures.
- **Effort Reporting & Financial Oversight:** Coordinates certification of effort on sponsored projects and assists with cost transfers, salary reallocations, and other post-award financial activities.

Instructions on how faculty can access these services:

- **Submit an Intent to Submit (ITS) Form**
 - Required for all external funding proposals. The form connects faculty with a Pre-Award Specialist for budget development, Cayuse routing, and submission support.
- **Research Hub**
 - The Research Hub is a central resource for faculty with step-by-step guides, policies, and process overviews for proposal submission, award management, compliance, and more.
- **Manage Your Projects in Cayuse**
 - All proposals and awards are managed through Cayuse, where faculty can track submission status, review project data, and monitor active awards.

Contact Information

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