



Knowing whether to send something through the Office of Sponsored Projects (OSP) or the Office of Contract Administration (OCA) is not always a clear line, but the following indicators can be helpful to consider when trying to decide. Some of the factors listed below can be present in both; because of this, review and discussion between OSP and OCA may be needed.

OSP Indicators:

- The sponsor typically funds Basic and Applied Research, Instruction, or Other Sponsored Activities.
- There is a mutual exchange between a sponsor and MSU that supports and advances MSU's mission and provides a benefit to the sponsor and MSU.
- The activity results in generalizable knowledge intended to be shared broadly with the scientific community.
- MSU has the authority to make overall programmatic decisions with performance measured against program objectives rather than customer specifications.
- MSU controls the method and results of the overall project.
- MSU is responsible for the overall project or program outcomes.
- MSU contributes to the scientific development or execution of the project.
- The activity is carried out with the intent to further disseminate knowledge including potential publications.
- The activity may result in a MSU patentable innovation.
- Copyrightable material may be developed while carrying out the work and MSU/author intends to retain ownership and control for future research or academic purposes.
- Equipment fabrication or development for a federal agency.
- Compliance review is required (e.g., IACUC, IRB, IBC, FCOI, Export Controls, etc.).

OCA Indicators:

- The activity is a unique, specific, and limited function performed at the procurement of another and for the benefit of or on behalf of a specific party, usually the contracting party/customer.
- The primary benefit is to the contracting party/customer.
- MSU's contribution is ancillary to the program or project and MSU is not responsible for meeting program objectives or overall program progress.
- Billing activity is typically based on a fee schedule, pricing list, per diem, or per unit basis.
- Cost is expressed in an hourly or per unit basis.
- Request is for a bid or quote, not a proposal.
- If the sponsor is Federal, the government intends to own all rights in data.
- The sponsor refers to the winning bidder as Vendor rather than Contractor, Awardee, or Grantee.
- The activity is not carried out with the intent to further disseminate knowledge, including publication.