

Document Type: Policy

Retrieval Number: 11,038

Subject: Unit Name Change Policy

ORSP Office: Office of Sponsored Programs

CMU Partner Office (if applicable): N/A

Originator & Original Date: Sarah Hall 5/20/2026

Annual Final Approval Provided By: Executive Director

Applicable Area: Office of Sponsored Programs

Revision Date(s) and Name of Editor:

Timing of Review: Biennial in June

Date(s) of Review(s):

Published Location (website, share drive, etc.): Website and Share Drive

Purpose:

The purpose of this policy is to ensure clarity, consistency, and continuity following the renaming of the Office of Research and Graduate Studies (ORGS) to the Office of Research and Sponsored Programs (ORSP). This policy establishes that all references to the former name in existing and future documents, records, and communications are understood to refer to the current unit name, thereby preventing confusion and maintaining alignment across institutional operations.

Narrative/Details:

Effective July 1, 2026, the unit formerly known as the Office of Research and Graduate Studies (ORGS) has been renamed the Office of Research and Sponsored Programs (ORSP).

For all administrative, legal, financial, and operational purposes, any reference to ORGS in existing documents, agreements, records, or communications shall be deemed to refer to ORSP. This includes, but is not limited to, contracts, policies, procedures, reports, and historical records.

No changes to the underlying rights, responsibilities, or obligations are intended or implied by this name change. All such matters continue in full force and effect under the new name.