

Proposals and Award-Related Tasks and Responsibilities Matrix

TASK	RESPONSIBILITY (see key below)											
	PRE-AWARD OSP	POST-AWARD OSP	PI AND/OR CO-PI(S)	DEPT ADM ASST	RES ACCT	REV BOARD	DEPT HEAD	DEAN	UCO	PO	TTO	APR
Find/explore funding opportunities	X		X									
Review guidelines	X		X									
Prepare budgets and proposals	X		X									
Application prepared	X		X									
Application reviewed	X											
Application modifications	X		X									
Cost sharing approval	X		X									X
Institutional approval/proposal coordination form (PCF)	X		X				X	X				
Enter proposal information in Banner	X	X										
Human or animal subjects and biosafety review		X	X			X			X			
Export controls review		X							X			
Award reviewed and approved	X											
Notification of award	X											
Set up new grant and fund in Banner					X							
Send notice of fund authorization with budgets to PI	X				X							
Initial meeting		X	X	X	X							
Implement project activities			X									
Process expenditures on award			X	X								
Review accounts and approve expenditures			X		X							
Initiate award changes	X	X	X									
Fulfill sponsor periodic program reporting requirements			X									
Fulfill sponsor periodic fiscal reporting requirements			X		X							
Manage time and effort reporting			X		X							
Ensure program compliance			X	X	X	X	X		X			X
Close-out notices and other procedures		X			X							
Prepare and submit final technical reports			X									
Prepare and submit final financial reports			X		X							
Prepare and submit final property reports			X							X		
Prepare and submit final patent reports			X								X	
Manage record retention		X	X	X	X	X				X	X	
Point of contact for financial audits					X							

KEY
OSP - Office of Sponsored Programs
PI - Principal Investigator
DEPT ADM ASST - Dept. Administrative Assistant
RES ACCT - Research Accounting
REV BOARD - Animal/Biosafety/ Human Subjects Review Boards
DEPT HEAD - Department Head
UCO - University Compliance Officer
PO - Property Office
TTO - Technology Transfer
APR - Associate Provost for Research

