

Sponsored Programs Administration Roles and Responsibilities Matrix

Key	
R = Responsible	Responsible for performing the task (i.e.. the actual person doing the work to complete the task).
A = Accountable	Ultimately accountable for the task being done in a satisfactory manner. The accountable person must sign-off the work that the Responsible person produces.
C = Consulted	Team members whose input is used to complete the task. Communication with these members will be 2-way in nature.
I = Informed	Team members who are informed as to the status of the task. Communication with these members will be 1-way in nature.

Function	Roles															
	PI	Chair/ADR	RDSI	SPA Preaward	SPA Preaward AD	SPA Contracts	SPA Postaward Coordinator	SPA Postaward Manager	SPA Postaward AD	Grant Accounting	Budget Office (Fiscal Services)	Legal	Research Compliance	SPA Executive Director	VPR	
Search for and Identify Funding Opportunities/Sources	R+A	C	C													
Notice of Intent to Submit Form	R+A	C	C	I	I									I		
Read and Interpret Guidelines	R	C	C	R+A	A	I										
Coordinates Limited Submission Internal Competition			R+A	I	I									I	I	
Cayuse Record Creation and Completion	R	I	C	R+A	I											
Identify subcontractors and collaborators	R+A	I		I												
Establishing Confidentiality Agreements (As Needed)	C			C		R						R+A				
Identify Additional Space and Institutional Support Needed	R+A	C		C	C									I	I	
Budget Development	R	I	C	R+A	I											
Scientific/Technical Narratives	R+A	C	C	I									C			
Provide Expert Guidance on Proposal Preparation	C	I	C	R+A	R+A								C			
Conflict of Interest Disclosure	R+A	I		I	I								I			
Conflict of Interest Disclosure Review and Management Plan Creation (As Needed)	C	I		I	I			I	I			I	R+A	I	I	
Submission of Cayuse Record for Internal Routing	R+A	I		I	I									I		
Routing Approvals	R	R+A		I	I									I		
Review and Approve Non-Standard F&A Rates	C	C		R	R									A	I	
Institutional Support Documents Other than VPR or Provost	R+A	R		I												
Institutional Signature and Support from VPR Provost	I	I		R	R									R	A	
Final Submission (Note: Some Systems may Require PI to Submit)	R	I		R	R+A									I		
Develop Just In Time or Other Post Submission Materials to Sponsor	R+A	C		C	I											

Proposal Development and Submission

Function	Roles														
	PI	Chair/ADR	RDSI	SPA Preaward	SPA Preaward AD	SPA Contracts	SPA Postaward Coordinator	SPA Postaward Manager	SPA Postaward AD	Grant Accounting	Budget Office (Fiscal Services)	Legal	Research Compliance	SPA Executive Director	VPR
Review and Submit Just In Time or Other Post Submission Materials to Sponsor	C	I		R+A	A									I	
Compliance Protocol Creation and Submission (IRB, IACUC, IBC, etc.)	R+A	I		I									C		
Compliance Protocol Review (IRB, IACUC, IBC, etc.)	C	I		I				I					R+A		
Request Advance Account, if necessary	R+A	C		C	I			C	I	C				C	
Approves Advance Account	C	I		I	I			R	R	A	I			I	
Contract Terms Review	R	C		I		R+A						C			
Contract Negotiation and Issuance	C	I				R+A						R			
Award Acceptance (Notice of Awards)	I	I		R	A	C						C		R	R
Contract Signature*	I	I				A						C		R	R
Complete the Award Terms Sheet	C	I		R+A		I		R+A		I	I				
Creates Cayuse Award Record				R+A				I		I	I				
Establishes Grant Account Number and Enters Budget				I				I		I	R+A				
Initiates/Requests Project Kick Off Meeting	C			C		C	C	R+A							
Outgoing Subcontract Development and Issuance (As Needed)	R			C		R+A						R		C	
Establishing Independent Contractor Agreements (As Needed)	R			C		R+A	R					R		C	
Data Use Agreement Review	C					R+A						R	C	C	
Provides Responsible Conduct of Research Training	I												R+A		
Completes Responsible Conduct of Research Training	R+A												C		
Ensures Program is Carried Out Within the Proposed Scope	R+A														
Identifies and Requests Expenditures	R+A			C				C							
Enters and Submits Standard Expenditures Through University Purchasing System (Not Travel)	C							R+A		C					
Reviews Expenditures for Allowability and Approves/Denies	I	R						C	R+A	C	I			C	
Submits Travel Request via Concur	R+A							C	I						
Approves Travel Request via Concur	I	R+A						C	R+A		I				

Award Review and Acceptance

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		Roles														
Function		PI	Chair/ADR	RDSI	SPA Preaward	SPA Preaward AD	SPA Contracts	SPA Postaward Coordinator	SPA Postaward Manager	SPA Postaward AD	Grant Accounting	Budget Office (Fiscal Services)	Legal	Research Compliance	SPA Executive Director	VPR
Project Management	Completes Monthly Reconciliation of Grant Expenses	I						C	R+A	C	C					
	Requests Cost Transfer for Expenses Erroneously Included in Monthly Reconciliation	R+A							C	I					I	I
	Identifies Need for Rebudget	R						C	R+A		I					
	Submits Rebudget Request to Sponsor (If Applicable)	I							R+A							
	Submits Approved Rebudget for Internal Budget Revision	I							R+A		I					
	Prepares Scientific Reporting in Compliance with Award Terms	R+A	C						C							
	Identification of Need for Project Extension	R+A							C							
	Submission of Project Extension Request	C							R+A							
	Prepares Financial Reporting and Submits	C							C	C	R+A					
Closeout	Prepares and Submits Invoices								C		R+A					
	Ensures all Grant Activities are Completed and Deliverables Rendered to the Sponsor	R+A							I							
	Preparation of Final Programmatic Report	R+A							I							
	Preparation of Final Financial Report								C		R+A					
	Mark Account as Inactive								I		I	R+A				
	Retention of Final Report and Documentation to Date								R+A							
Preparation, Submission, and Retention of Final Invoice								C		R+A						