SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES &	Principal	Department Chair	Dean or VP	/,	<i>\</i>	Office of	Projects	Admin and Fina	Dean of GSR	Provost
RESPONSIBILITIES	Princ	Depar Chair	Dear,	School Admii		Offic Spot	Proj.	Adm	$D_{ea}$	$P_{ro}$
					DIR.		POST			
PROPOSAL PREPARATION										
Search for opportunities	х	х	х		Х	х			х	
Provide guidance on funding opportunities		х	х		Х	х				
Write technical narrative	Х									
Identify subcontractors and request budget and workscope materials	Х					х				
Requesting/Approving course release or download time	Х	Х	Х							
Develop budget	Х		Х			Х				
Identify need for cost sharing funds	Х					Х				
Evaluate requests for F&A waivers or reductions			Х		Х				х	
Coordinate space arrangements		Х	Х							
Provide expert guidance on proposal preparation					Х	х				
Coordinate completion of the proposal routing form	Х					Х				Щ
REGULATORY REQUIREMENTS										
Complete compliance forms: Institutional Review Board, Animal Care and Use, Dept of Health & Safety	х									
Complete conflict of interest disclosure	х									
Review conflict of interest disclosure form and facilitate institutional oversight					х				х	
Ensure all IRB, IACUC applications submitted and under review	х				х	х				
		-	-	-	•	•			•	
PROPOSAL REVIEW AND APPROVAL										
Confirm that proposal meets sponsor requirements	х					х				
Review proposal before sending to Research Office	х									
Verify that cost sharing in proposal in listed on routing form	х					х				
Review proposed cost sharing for appropriateness	х	х			Х					
Review and approval of proposal via routing form <sup>o</sup>	х	х	х		Х			x <sup>o</sup>	х	xº
PROPOSAL SUBMISSION										
Send proposal to sponsors after institutional approval						Х				
AWARD ACCEPTANCE (Official acceptance by the University)										
Accept sponsor notification of grant or contract award					, , , , , , , , , , , , , , , , , , ,				.,	
Review contractual terms and conditions with PI					X				Х	
Negotiate sponsor requests for budget and/or scope modifications	×	<del> </del>	V		X					$\vdash$
Negotiate sponsor requests for budget and/or scope modifications  Negotiate contractual terms and conditions with sponsor - secure legal review as needed	×	Х	, x		X				v	_
Approve award terms and conditions		1		1	^ v			v	^ v	Ŷ
Review subcontract/subaward documents - secure legal review as needed	v v				v ·	Y		^	^	
Signature authority of contracts	^				^	^		x		х
Signature dutilotty of conducts		ı	ı	I	I			^		

SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES & RESPONSIBILITIES  AWARD SET-UP  Identify need for pre-award or advance project Request pre-award or advance project Confirm that all regulatory compliance requirements have been met Modify proposed budget  X  X  X  X  X  X  X  X  X  X  X  X  X	SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES &	/eq.	Department Chair	Dean or VP		_/	30 e	sored cts	Admin and Finan	Dean of GSR	$\int_{22t}^{t_{SC}}$
DIR.	RESPONSIBILITIES		epa,	ean	100 E		)ffic	, oje		Sear S	$\int_{VO_{K}}^{O}$
AWARD SET-UP  Request pre-award or advance project  Request pre-award or advance project  Request pre-award or advance project  Confirm that all regulatory complance requirements have been met  X  X  X  X  X  X  X  X  X  X  X  X  X		/4 =		7	/				1 4 4	, ~	
Request pre-award or advance project Confirm that all regulatory compliance requirements have been met Modify proposed budget X	AWARD SET-UP					DIIX.	I IVE	1031			
Request pre-award or advance project Confirm that all regulatory compliance requirements have been met Modify proposed budget X	Identify need for pre-award or advance project							х			
Confirm that all regulatory compliance requirements have been met    X						х					
Modify proposed budget Prepare award summary documents Establish project code in PeopleSoft Gather signing authority information Initial meeting regarding managing sponsored project (purchasing, travel, HR, etc.)  CONDUCTING THE PROJECT - FINANCIAL Initiate purchases Prepare financial transactions (employment contracts, POs, Sole Source, etc.) Prepare financial transactions (employment contracts, POs, Sole Source, etc.) Prepare financial transactions (employment contracts, POs, Sole Source, etc.) Process and complete financial, procurement and employment transactions requests Process and complete financial, procurement and employment transactions Initiate re-budget requests Approve and submit re-budget requests' Initiate no-cost extensions (or forward to Sponsor)' X								х			
Establish project code in PeopleSoft Gather signing authority information Initial meeting regarding managing sponsored project (purchasing, travel, HR, etc.)  **EX**  **EX** ***  **EX** ***  **EX** ***  **CONDUCTING THE PROJECT - FINANCIAL  Initiate purchases  **Prepare financial transactions (employment contracts, POs, Sole Source, etc.)  **Author Reposition of Changes or updates to financial transactions requests  **Process and complete financial, procurement and employment transactions  **Initiate re-budget requests*  **Process and complete financial, procurement and employment transactions  **Initiate re-budget requests*  **Initiate no-cost extensions  **Author Reposition of Forward to Sponsor)*  **Update Peoplesoft to reflect revised budget and/or time extensions  **Initiate no-cost extensions (or forward to Sponsor)*  **Update Peoplesoft to reflect revised budget and/or time extensions  **Initiate review and approve expense transactions (Pre-audit [A-21])  **Use financial reports to monitor and oversee expenditures  **Received and approve expense transactions (Pre-audit [A-21])  **Use financial reports to monitor and oversee expenditures  **Recencial accounts on a regular basis and distribute to PIs and Deans  **Coordinate resolution of issues on oversight reports  **PROGRAM INCOME**  **Incomplete the deposit of the program income**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **Indiate program income levels  **X**  **X**		х					Х				
CADDUCTING THE PROJECT - FINANCIAL   X X X X X X X X X X X X X X X X X X	Prepare award summary documents							Х			
Initial meeting regarding managing sponsored project (purchasing, travel, HR, etc.)    X	Establish project code in PeopleSoft								х		
CONDUCTING THE PROJECT - FINANCIAL  Initiate purchases  X	Gather signing authority information								х		
Initiate purchases Prepare financial transactions (employment contracts, POs, Sole Source, etc.) Prepare financial transactions (employment contracts, POs, Sole Source, etc.)  Advise Research Office of changes or updates to financial transactions requests Process and complete financial, procurement and employment transactions Initiate re-budget requests Approve and submit re-budget requests  X	Initial meeting regarding managing sponsored project (purchasing, travel, HR, etc.)	х			х	Х		Х	х		
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Create and submit invoice to sponsor  Prepare and submit financial reports  ACCOUNTS RECEIVABLE MANAGEMENT  Receive and deposit payments from sponsors  Produce and record a letter of credit draw request (federal awards)  X  X  X  X  X  X  X  X  X  X  X  X  X											
Prepare and submit financial reports  ACCOUNTS RECEIVABLE MANAGEMENT  Receive and deposit payments from sponsors  Produce and record a letter of credit draw request (federal awards)  X  X  X  X  X								Х			
ACCOUNTS RECEIVABLE MANAGEMENT  Receive and deposit payments from sponsors  Produce and record a letter of credit draw request (federal awards)  x  x	·	<u> </u>					<u> </u>		Х		
Receive and deposit payments from sponsors  Produce and record a letter of credit draw request (federal awards)  x  x								Х			
Produce and record a letter of credit draw request (federal awards)											
		<u> </u>							Х		
Monitor and pursue the collections of overdue payments from sponsors          x   x		<u> </u>				Х	<u> </u>	1			
	Monitor and pursue the collections of overdue payments from sponsors	<u> </u>				Х		Х			

SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES & RESPONSIBILITIES	Principal Inves	Department Chair	Chair ment Dean or Vp School Admin				Projects	Admin and Finance Dean of GSR		
RESPONSIBILITIES	18 2	/ 3 5	/ 3	/ જે. ક	/			18 19	/ 9	/ 4
					DIR.	PRE	POST			
CONDUCTING THE PROJECT - GENERAL										
Review and approve incoming Material Transfer Agreements secure legal review as needed.					Х				Х	х
Complete invention disclosure form	Х									
Ensure integrity of notebooks and data	х									
PRIOR APPROVALS										
Initiate prior approvals for changes to projects	Х									
Approve or forward to Sponsor prior approvals for changes to project							х			
Ensure regulatory compliance offices are notified of changes to project							х			
SUBCONTRACT AND SUBAWARDS										
Oversee scientific aspects of subcontract/subaward	х									
Prepare, negotiate, and sign subcontracts/subawards						х		х	х	х
Review and approve subcontract invoices	Х						х			
Subrecipient monitoring					Х		х			
TECHNICAL/SCIENTIFIC (NON-FINANCIAL) REPORTS										
Prepare and submit progress reports to sponsor	х									
Maintain the official copy of the progress report	х									
PERSONNEL AND EFFORT CERTIFICATION										
Initiate hiring process	х						х			
Maintain the effort certification database and reporting system					Х					
Complete necessary adjustments to award charges and/or payroll distribution					Х		х			
Obtain necessary supervisory reviews and approvals					х		х			
Ensure accuracy of completed effort certification reports					х		х			
Resolve problems or follow up on certifications not submitted					х		х			
PROJECT END AND CLOSEOUT										
Identify early close-out situations	х			х			х			
Ensure all appropriate expenditures have been posted to projects	х			х			х			
Prepare final financial invoice/report							х			
Approve final financial invoice/report	х				Х					
Resolve issues related to unreconciled accounts							х			
Ensure that all financial reports have been submitted to sponsor					х		х			
Ensure that all final invention reports have been submitted to sponsor	х						Х			
Ensure that the final scientific report and data sharing requirements have been met and submitted.	х									
Ensure that all patent reports have been submitted to sponsor	х				х				х	
Inactivate award project code in PeopleSoft							х	х	1	
Maintain official project documents for sponsored projects (Sponsor correspondence, financial reports)							Х		1	
Coordinate the A-133 audit for the entire University								х	х	
	-									

SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES & RESPONSIBILITIES	Principal Inves	Department Chai:	Dean or Vp	School Adm:		Office of	Projects	Admin and Fina	Dean of GSR	$P_{rovos_t}$
					DIR.	PRE	POST			
ONGOING TRAINING										
Provide training to the research community regarding changes to policies and regulations					Х	Х	х		Х	

## NOTES:

<sup>&</sup>lt;sup>o</sup> Approval required by Provost, VP of Admin & Finance, and Dean of Graduate Studies and Research for proposals over \$10,000.

<sup>&</sup>lt;sup>1</sup> Any correspondence between PI and Sponsor should include Research Office