SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES & RESPONSIBILITIES

	Principal Investigator	Department Chair	Dean or VP	School Admin	Office of Sponsored Projects			Admin and Finance	Dean of GSR	Provost
					DIR.	PRE	POST			
PROPOSAL PREPARATION										
Search for opportunities	x	x	x		x	x			x	
Provide guidance on funding opportunities		x	x		x	x				
Write technical narrative	x									
Identify subcontractors and request budget and workscope materials	x					x				
Requesting/Approving course release or download time	x	x	x							
Develop budget	x		x			x				
Identify need for cost sharing funds	x					x				
Evaluate requests for F&A waivers or reductions			x		x				x	
Coordinate space arrangements		x	x							
Provide expert guidance on proposal preparation					x	x				
Coordinate completion of the proposal routing form	x					x				
REGULATORY REQUIREMENTS										
Complete compliance forms: Institutional Review Board, Animal Care and Use, Dept of Health & Safety	x									
Complete conflict of interest disclosure	x									
Review conflict of interest disclosure form and facilitate institutional oversight					x				x	
Ensure all IRB, IACUC applications submitted and under review	x				x	x				
PROPOSAL REVIEW AND APPROVAL										
Confirm that proposal meets sponsor requirements	x					x				
Review proposal before sending to Research Office	x									
Verify that cost sharing in proposal in listed on routing form	x					x				
Review proposed cost sharing for appropriateness	x	x			x					
Review and approval of proposal via routing form[o]	x	x	x		x			x[o]	x	x[o]
PROPOSAL SUBMISSION										
Send proposal to sponsors after institutional approval						x				
AWARD ACCEPTANCE (Official acceptance by the University)										
Accept sponsor notification of grant or contract award					x				x	
Review contractual terms and conditions with PI	x				x					
Negotiate sponsor requests for budget and/or scope modifications	x	x	x		x					
Negotiate contractual terms and conditions with sponsor - secure legal review as needed					x				x	x
Approve award terms and conditions					x			x	x	x
Review subcontract/subaward documents - secure legal review as needed	x				x	x				
Signature authority of contracts								x		x

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AWARD SET-UP										
Identify need for pre-award or advance project							x			
Request pre-award or advance project					x					
Confirm that all regulatory compliance requirements have been met							x			
Modify proposed budget	x					x				
Prepare award summary documents							x			
Establish project code in PeopleSoft								x		
Gather signing authority information								x		
Initial meeting regarding managing sponsored project (purchasing, travel, HR, etc.)	x			x	x		x	x		
CONDUCTING THE PROJECT - FINANCIAL										
Initiate purchases	x			x						
Prepare financial transactions (employment contracts, POs, Sole Source, etc.)							x			
Advise Research Office of changes or updates to financial transactions requests								x		
Process and complete financial, procurement and employment transactions								x		
Initiate re-budget requests	x						x			
Approve and submit re-budget requests[1]	x[1]						x			
Initiate no-cost extensions	x						x			
Approve no-cost extensions (or forward to Sponsor)[1]	x[1]				x		x			
Update Peoplesoft to reflect revised budget and/or time extensions								x		
Ensure that cost sharing is documented	x						x			
Review and approve expense transactions (Pre-audit [A-21])							x			
Use financial reports to monitor and oversee expenditures	x						x			
Reconcile accounts on a regular basis and distribute to PIs and Deans							x			
Coordinate resolution of issues on oversight reports							x			
PROGRAM INCOME										
Identify program income	x					x	x			
Receive and reconcile program income (registrations). Submit information to Cashier's office.	x			x			x			
Apply to appropriate project and deposit	x						x	x		
Identify use and reportability of program income	x						x			
Monitor program income levels	x						x			
INVOICING AND FINANCIAL REPORTING										
Provide invoice information to Administration and Finance							x			
Create and submit invoice to sponsor								x		
Prepare and submit financial reports							x			
ACCOUNTS RECEIVABLE MANAGEMENT										
Receive and deposit payments from sponsors								x		
Produce and record a letter of credit draw request (federal awards)					x		x			
Monitor and pursue the collections of overdue payments from sponsors					x		x			

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

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ONGOING TRAINING										
Provide training to the research community regarding changes to policies and regulations					x	x	x		x	

NOTES:

[o] Approval required by Provost, VP of Admin & Finance, and Dean of Graduate Studies and Research for proposals over $10,000.

[1] Any correspondence between PI and Sponsor should include Research Office