Matrix of Responsibilities

**Pre-Award**
- Identify funding opportunity
- Develop a budget
- Develop all aspects of the proposal (including external sub-award materials)
- Identify special needs (i.e. space)
- Collect PI and Deans signatures
- Identify sub-awards
- Initiate extension process, if needed, in collaboration with Pre-Award and college administrators

**Principal Investigator**
- Assist in Proposal development
- Assist in grant and contract college administrative review
- Assist in collecting PI and Deans signatures
- Work with PI to develop budget proposal
- Work with PI to initiate extensions

**College Administration**
- Review adherence to sponsor guidelines/RFP
- Review proposals and provide University sign off
- Ensure compliance with regulations
- Negotiate industry contracts (Confidentiality and Material Transfer Agreements)
- Negotiate and accept terms and conditions of awards
- Approve pre-award advance request
- Create advance accounts
- Execute sub-awards; perform sub-recipient monitoring
- Lead non-financial audits

**Research Administration & Finance**
- Initiate and approve expenditures in accordance with budget and cost principles
- Monitor expenditures monthly for accuracy and availability of funds
- Initiate financial adjustments including JV's and cost transfers as needed
- Monitor & verify time and effort monthly; certify annually
- Initiate salary requests and changes
- Monitor sub-recipients including sub-recipient invoices approval
- Participate in internal/external audit review as needed
- Liaise with sponsor on technical issues
- Submit progress and final technical reports to sponsor
- Collaborate with administration during close out process

**Post-Award – Research Finance**
- Review and submit expenditures in accordance with budget and cost principles
- Monitor project milestones monthly
- Assist in the preparation of expenditure analysis and projections as needed
- Prepare and submit JV’s with supporting documentation as needed
- Prepare and submit salary requests and changes
- Coordinate monthly payroll verification process
- Coordinate annual certification process
- Collaborate with OIF administration and PI during close out process
- Participate in internal/external audit review as needed

**Award Set up in Banner**
- Set up award and budget in Banner
- Review and approve prior approval form for foreign travel
- Review and approve JV’s, requisitions, travel reimbursements, PDC forms, summer salary requests, etc & compensation
- Prepare and submit invoices and financial reports per sponsor requirements
- Manage receivables and collections
- Provide guidance training and communicate changes on federal regulation compliance
- Liaise with sponsor on financial issues
- Coordinate monthly effort verification & annual effort certification process
- Coordinate and assist Grant Close Out process
- Develop proposal and negotiate F&A and fringe benefit rates
- Lead internal/external financial audit review