

RESTRICTED PROJECTS: ROLES AND RESPONSIBILITIES

May 2009

	PI	DEPT ADM	DEPT HEAD	DEAN	OSP	C&G	COMPLIANCE
Training and Education							
<ul style="list-style-type: none">• Review, interpret, and disseminate policies from sponsors• Review, interpret, and disseminate policies from research compliance oversight agencies					X	X	

• Help PI prepare and route Proposal Transmittal Form		X					
• Review and approve proposal for scientific merit, resource utilization, etc. prior to submission to OSP			X	X			
• Approve F&A split(s)			X				
• Identify and approve on and off campus space needs for project and request modifications				X			
• Review proposals for completeness and adherence to sponsor and other regulations, including OMB A-21					X		
• Determine appropriate F&A rate					X		
• Approve proposals					X		
• Submit proposals electronically					X		
• Submit proposals (paper versions)	X						
Compliance Issues							
• Comply with federal, state, and University policies governing sponsored programs and misconduct in research	X						

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Director					X		
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• Propose resolution of award overdrafts	X						
• Review and approve cost transfers and resolutions to overdrafts						X	
• Receive contractor invoice(s)		X					
• Approve work done by subcontractor	X						
• Monitor receipt of program income		X					
• Identify and evaluate issues related to program income						X	
• Use monthly reports for financial monitoring and identify and resolve errors	X	X					
• Approve carry-							

- Retain Grant Document of Record