

Roles and Responsibilities

Different offices are responsible for various phases of the extramural funding process. This table defines key proposal and award roles and responsibilities.

Administrative	Fiscal	Technical
Principal Investigator (PI) and Project Staff		
<ul style="list-style-type: none"> • Develop complete, timely proposals. • Prepare all required reports and submit them to sponsors. • Understand sponsors' terms and conditions and University policies and procedures that relate to sponsored project administration. 	<ul style="list-style-type: none"> • Manage and control project funds, including subcontractor funds, to ensure compliance with award terms and conditions and University policy. • Authorize expenses. • When applicable, certify personnel effort and approve cost-share reports. • Review ledgers monthly to ensure that only allowable costs are recorded and that project expenditures are within budgetary constraints. 	<ul style="list-style-type: none"> • Ensure scientific integrity and manage projects. • Manage subcontractor progress. • Ensure that deliverables and scope of work requirements are met.
PI, Business Operations Center (BOC), or Unit Business Manager (when available)		
<ul style="list-style-type: none"> • Assist with development of proposals. • Prepare administrative reports for submission to sponsors. • Facilitate hiring of personnel and notify Human Resources of changes in FTE. • When applicable, track equipment. • When applicable, prepare final equipment inventory and submit it to OCG. 	<ul style="list-style-type: none"> • Establish expenditure account(s) for the award. • Process financial and budget transactions. • Keep PI informed of the financial status of the award and assist in administration of the award. • Provide the PI with business and accounting expertise. • Monitor effort commitments and Effort Report certifications. • Assist with close out of account(s). 	
Campus Extramural Funds Accounting		
<ul style="list-style-type: none"> • Establish awards in the financial system. • Approve project expenditure accounts and ensure that reporting attributes are accurate. 	<ul style="list-style-type: none"> • Prepare financial reports throughout the life of the project. • Prepare invoices and letter-of-credit drawdowns and perform collection activities. • Coordinate effort reporting process. • Perform post-audit reviews of financial transactions. • Coordinate financial close out of the award. 	
Office of Contracts and Grants (OCG)		
<ul style="list-style-type: none"> • Advise PIs and administrative support staff on budget preparation and the calculation of Facilities and Administrative Costs (F&A costs, also referred to as indirect costs). • Review proposal budgets, ensuring compliance with University and sponsor policies. • Collect internal approvals and Conflict of Interest disclosure forms. • Review and approve proposals. • If federal funds are involved, submit proposals on behalf of the institution. • Negotiate awards and accept them on behalf of The Regents. • Initiate and distribute subawards to project collaborators. • As required, approve and submit post-award requests for prior approval to sponsors. • Monitor contract and grant close out. 	<ul style="list-style-type: none"> • Distribute awards to appropriate administrative offices, such as BOC, Research and Extension Centers, Controller/Business Services, Environmental Health and Safety, and Extramural Funds Accounting. • Review and approve requests to establish an advance account. 	