

Matrix of Responsibilities

Office of the Vice Provost for Research Administration						
Office of Sponsored Programs						
Roles and Responsibilities	PI	Dept.	College	OSP	B/F	Other
Identification of Funding Opportunities						
Search for opportunities	x			x		
Provide guidance on funding opportunities				x		
Proposal Preparation						
Write technical narrative	x					
Identify subcontractors/request budget and workscope materials	x			x		
Develop budget/review for completeness	x			x		
Identify need for cost sharing funds/obtain documentation	x	x	x	x		
Evaluate requests for F&A waiver		x	x	x		Provost Office
Coordinate space requirements	x	x	x	x		Facilities/PIng
Provide guidance on proposal preparation			x	x		
Complete and ensure accuracy of routing in Cayuse	x			x		
Obtain approval to approach from University Development (for fdnts.)	x			x		Univ. Dev.
Review non-technical components of proposal				x		
Regulatory Requirements						
Complete compliance forms: IRB, IACUC, BuiSafety, FOCI, etc.	x			x		
Review/endorse compliance forms, as necessary		x	x	x		Univ. Counsel
Institutional oversight & facilitation of compliance issues				x		VPRA
Comply with circulars/special conditions for compliance				x		
Proposal Internal Review & Approval						
Confirm proposal meets sponsor requirements (pgs, font, criteria,etc.)	x			x		
Reivew/sign proposal routing form before routing	x					
Provide Unit/College approval of proposal		x	x			
Review proposal for institutional cost sharing/budget implications					x	
Review proposal for procurement implications						
Review proposal for space, facilities needs/commitments						Facilities/PIng
Provide Institutional Review & Approval of proposal				x		
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Matrix of Responsibilities

Proposal Submission						
Electronic submission				X		
Paper submission (after OSP approval only)	X	X	X	X		
Pre-award						
Accept sponsor notification of grant, contract, cooperative agreement award				X		
Review & negotiate terms/conditions of awards	X			X		
Provide feedback on non-standard terms and conditions	X	X	X	X		Univ. Counsel
Accept award terms and conditions on behalf of GVSU				X		
Prepare Bridge Fund Request, if required				X		
Award Set-Up						
Confirm required protocols are in place & meet regulatory requirements				X		
Review award budget to ensure consistency with original estimate				X		
Prepare Award Package (memo, RANF, Congrats ltr. etc.) to be sent to PI				X		
Approve RANF form	X	X	X			Provost
Prepare official OSP record award file (hard copy/electronic)				X		
Enter award in BANNER				X		
Post-award (Financial)						
Establish/set up account in BANNER					X	
Loading approved budget into Banner					X	
Initiate re-budgeting requests	X				X	
Obtain sponsor approval of rebudgeting request, when required				X		
Initiate no-cost extensions	X			X	X	
Making the request for a no-cost extension				X		
Ensure cost sharing is documented	X				X	
Ensure procurement actions meet Univ. requirements	X				X	
Approve financial transactions	X				X	
Use financial reports to monitor & oversee expenditures	X				X	
Review & reconcile accounts on a regular basis	X				X	
Identify program income	X			X		
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Invoice program income					X	
Receive & deposit program income	X	X			X	
Identify use & reportability of program income					X	
Review and approve cost transfers					X	
Manage/establish international bank transfer of funds					X	
Monitor program income					X	
Prepare and submit invoices/financial reports					X	
Receive and deposit payments from sponsors					X	
Produce and record draw requests (federal awards)					X	
Monitor and pursue the collections of underpayments from sponsors					X	
Post Award (Prior Approvals)						
Initiate prior approvals for changes to project	X			X		
Approve /forward to sponsor prior approvals for changes to project				X		
Ensure regulatory compliance offices are notified of changes to project	X			X		
Post Award (Subcontracts and Subawards)						
Submit subaward/subaward modification requests to OSP	X					
Oversee programmatic aspects of subaward	X					
Prepare, negotiate, execute subawards				X		
Review and approve subaward invoices	X					
Determine if small business subcontracting plan is required	X			X		
Prepare small business subcontracting plan				X	X	
Provide plan to sponsor for review and approval				X		
Prepare and submit small subcontracting plan reports					X	
Post- Award (Technical Data and Reports)						
Ensure integrity of all research and project results	X					
Prepare and submit technical reports to sponsor	X			When required by sponsor		
Send copy of technical report to OSP	X					
Maintain an official copy of the report	X			X		
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Post-Award (Personnel Effort & Certification)						

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Initiate hiring and appointment process	X	X	X			Human Resources
Identify and initiate any required screenings	X	X	X			Human Resources
Complete necessary adjustments to award charges/payroll distribution		X	X		X	
Obtain necessary supervisory reviews and approvals	X	X	X			
Ensure accuracy of completed effort certification	X				X	
Resolve issues/follow-up on certifications	X				X	
Post-Award (Close-out)						
Identify early close situations	X			X	X	
Ensure all appropriate expenditures have been posted to accounts	X				X	
Prepare final financial invoice/report					X	
Resolve issues related to unreconciled accounts	X	X	X		X	
Ensure all financial reports have been sent to the sponsor	X			X	X	
Monitor submission of Final Technical Reports to sponsor	X			X		
Monitor submission of Final Invention Reports to sponsor	X			X		
Monitor submission of Patent Reports to sponsor	X			X		
Deactivate award accounts in BANNER					X	
Maintain official close out documents (non-financial) for sponsored projects	X			X		
Maintain official financial close out documents for sponsored projects	X				X	
Audits						
Coordinate A-133 audit for the University					X	
Provide support and/or source documentation as requested by auditors	X	X	X	X	X	Others as required
Other						
Prepare & negotiate F&A rate cost proposal					X	
Prepare fringe benefit rates					X	
Approve capital equipment purchases		X	X			
Maintain equipment inventory/control of capital equipment		X	X			
Disposition of capital equipment						