

SPONSORED RESEARCH: ROLES AND RESPONSIBILITIES					
	PI	DEPT CHAIR	DEAN	OSR	Restricted Funds
Training and Education					
Review, interpret, and disseminate policies and application requirements from Sponsors and communicate to PI/PD				X	
Serve as resource on knowledge of policies and act as liaison with sponsors or oversight agencies				X	
Inform investigators regarding training in areas of research compliance				X	
Advise PI on funding search tools and use				X	
Identify funding opportunity	X			X	
Proposal Preparation					
Notify OSR and Dean/Chair of intent to apply	X				
Update profiles in FastLane, eRA Commons, NSPIRES, etc...				X	
Determine if research requires IRB approval (use of human subjects)	X				
Identify any financial conflict of interest and provide appropriate documentation	X				
Provide proposal forms, templates and application materials				X	
Prepare technical narrative per RFP requirements and identify the need for subcontracts and agreements.	X				
Request support letters from Deans, Consultants, advisory board members etc..	X				
Prepare proposal budget and budget justification	X			X	
Request matching/cost share funds and/or identify in-kind contributions or AWA	X				
Collect, review and collate all application documents	X				
Ensure compliance with University and government regulations such as those involving human subjects, animal welfare, hazardous substances, conflict of interest, and intellectual property policies.				X	
Proposal Review, Approval, and Submission					
Route cover sheet along with narrative and budget to Dept head and Dean for required signatures	X				
Approve application including use of matching funds, in kind contributions, or AWA and provide SAP cost center		X	X		
Route final proposal and Internal Cover Sheet (signed by Chair and Associate Dean) to OSR for approval	X				
Submit Budget to Restricted Funds for Approval				X	X

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	PI	DEPT CHAIR	DEAN	OSR	Restricted Funds
Identify and approve on and off campus space needs for successful completion of project	X	X	X		
Review proposals for completeness and adherence to sponsor and other regulations	X			X	
Determine appropriate F&A rate				X	
Acquire final signatures (Provost, AVP OSR)				X	
Approve final application package (complete) and authorize OSR to submit	X				
Submit proposals electronically				X	
Submit proposals (paper versions)				X	
Complete appropriate forms for all relevant compliance committees and ensure compliance in accord with protocol applications	X				
Pre-Award Negotiation and Acceptance					
Communicate all terms and conditions to PI/PD				X	
Complete required Responsible Conduct of Research (RCR) training	X**				
Establish subcontracts				X	
Award Set-Up					
Establish restricted award account					X
Attend post-award meeting to address all procedures and policies regarding project management	X	X	X	X	X
Review terms and conditions of award as well as sponsor's policies, particularly those pertaining to the expenditure of funds, and manage the program in accordance with these parameters.	X			X	X
review and understand sponsor's deliverables requirements — including financial and programmatic reports.	X			X	X
Post-Award Financial					
Discuss any concerns with OSR at the time award is received	X			X	X
Confirm availability of project funds	X				X
Maintain local oversight of project budget	X				
Hire and/or terminate project personnel	X				
Track current and pending effort commitments	X				
Ensure award expenditures comply with Federal, and University (PASSHE) policies	X			X	X
During Project Period					

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Initiate personnel actions for hiring undergraduate workers, work study, graduate assistants, part-time student workers, staff or other personnel. Work with Human Resource Services regarding student payroll.	X					
Review and sign effort reporting document	X**	X				
Identify need (if exists) for re-budgeting, carry-forward, changes in personnel, no-cost extensions, etc.	X		X	X	X	
Review and approve necessary programmatic changes and forward to sponsor as needed	X			X		
Prepare and submit all progress and final programmatic reports	X					
Prepare and submit all required fiscal reports					X	
Maintain all records/data as per sponsors requirements	X					

** Needs to be completed for all personnel (students and faculty) receiving salary support from sponsor