

KEY TO USING THIS DOCUMENT

Roles and Responsibilities

This document is provided to help define the Roles & Responsibilities of those involved in the identification, assembly, and submission of proposals related to sponsored projects. As further areas are addressed, the document will be expanded.

The Unit Admin column encompasses any research administrator, unit administrator, or higher level within the unit. Because many units across campus provide services in different ways, it was not possible to delineate these roles in a uniform way across campus. Individual units are encouraged to explore developing a companion list that best describes their home unit and delivery of services in their context.

Principal Investigators, however, do have specific responsibilities that are assigned under the Standard Practice Guide (SPG). Although often research administrators help perform these tasks, the PI has been reflected as responsible.

If you are unfamiliar with the RASCI system, you may view a brief, online tutorial:

<https://www.youtube.com/watch?v=1U2gngDxFkc>

Roles	
PI	Principal Investigator
UNIT ADMIN	Research Administrators, Department/School/College or Equivalent
ORSP	Office of Research and Sponsored Projects
FSP	Finance-Sponsored Programs
OTHER	
<i>BEC</i>	Business Engagement Center
<i>COI</i>	Conflict of Interest Committee
<i>FR</i>	Foundation Relations
<i>OGC</i>	Office of General Council
<i>HRPP</i>	Human Research Protection Program
<i>HR</i>	Human Resources
<i>IBC</i>	Institutional Biosafety Committee
<i>OSEH</i>	Occupational Safety and Environmental Health
<i>OTT</i>	Office of Technology Transfer
<i>SSC</i>	Shared Services Center
<i>UCUCA</i>	University Committee on the Use and Care of Animals
<i>UMOR</i>	U-M Office of Research
R	Responsible for the correct and thorough completion of the work to achieve the task
A	Accountable for the correct and thorough completion of the task, typically delegating the work to those responsible
S	Support for those who are responsible or accountable
C	Consulted as needed in order to complete the task (two-way communication)
I	Informed that task is underway/completed (one-way communication)