



Roles and Responsibilities

Award Negotiation/Acceptance (Set Up Project)

	PI	UNIT ADMIN	ORSP	FSP	OTHER
Post-Submission, Pre-Award Revisions					
Prepare and submit updated proposal materials, including revised budgets, scopes of work, and JIT to ORSP for review and approval.	A/R	R/C	I/C		
Review and approve updated proposal materials, including revised budgets, scopes of work, and JIT.	I	I	A/R	C	
Submit updated proposal materials, including revised budgets, scopes of work, and JIT to the sponsor if institutional endorsement is required.	I	I	A/R		
Submit updated proposal materials, including revised budgets, scopes of work, and JIT to the sponsor if institutional endorsement is not required.	A/R	R/C	I/C		
Sponsor Interactions					
Respond to sponsor's questions regarding research/programmatic matters	A/R	R/S/I	R/S/I		
Respond to sponsor's questions regarding administrative/contractual matters	C	S/C	A/R		
Inform ORSP that proposal is going to be withdrawn or not going to be funded	A	R	I		
ORSP process turndowns and withdrawals in the system	I	I	A/R		
Send received award notice to ORSP	A	R	I		
Negotiation					
Negotiate award terms and conditions, if necessary	C	C	A/R	C	Relevant parties / C
Update project team on status of negotiations, as needed	I	I	A/R		
Obtain PI/Unit/Stakeholder approvals, as needed	C	S	A/R		Relevant parties / C
Hardship Accounts					
Request advance preaward hardship accounts / subawards, if necessary	A/R	R	I		
Review and approve hardship account/ subaward requests on behalf of unit	C	A/R	I		
Review and approve hardship account / subaward requests	C	C	A/R		
Request hardship P/G and short code			A/R		SSC/I
Create hardship P/G and short code		I	I	A	SSC/R
Enter hardship data into M-Pathways	I	I	I	A	SSC/R
Create and issue HPAN	I	I	A/R	I	
Compliance Review					
Verify federal, state, local, sponsor and U-M policy compliance	C	S	A/R		UMOR/C
Inform export controls office if necessary			A/R		UMOR/I
Verify classified research compliance			A/R		UMOR/R
Inform Radiation Safety Service (RSS) if necessary			A/R		OSEH/I
Verify IBC approval for labs operating at BSL2 and higher			A/R		IBC/ R OSEH/R
Inform IBC of use of rDNA, infectious agents, biological toxins, and select agents			A/R		IBC/ I OSEH/I
Inform OSEH of hazardous materials use, if necessary			A/R		OSEH/I
Inform human pluripotent stem cell research compliance oversight committee (HPSCRCO), if necessary			A/R		UMOR/I
Inform OSEH of nanoscale particles/fabrication if necessary			A/R		OSEH/I
Verify COI compliance			A/R		COI/R
Verify IACUC compliance			A/R		IACUC/R
Verify IRB compliance			A/R		HRPP/R
Verify PEERRS training compliance			A/R		
Resolve noncompliant issues to enable award processing	A/R	R/C/S	R/C/I		Relevant parties / C
Acceptance and Set-Up					
Determine whether award is a gift or grant	I	C/I	A/R		FR/R
Review award notice for completeness and accuracy	R/C	C	A/R	R	

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Follow-up with sponsor when research/programmatic issues with award document arise	A/R	R/S/I	R/S/I		
Follow-up with sponsor when administrative/contractual issues with award document arise	C	S/C	A/R		
Identify significant changes from proposal to award	R/C	S/C	A/R		
Approve significant changes from proposal to award	C	C	A/R		
Obtain sponsor approval for changes from proposal to award	C	C	A/R		
Process Publication - Project Team Impact (Pub-PTI via the Agreement Acceptance Review (AAR) for restrictions on disclosure of results when necessary	R	R	A/R		UMOR/R
Process Regental Action Request when necessary	C	C	A/R		COI/R
Accept agreement, on behalf of the University			A/R		
Sign agreement on behalf of the University			C/I	A/R	
Enter award data into eResearch			A/R		
Request P/G and short code			A/R		SSC/I
Create P/G and short code		I	I	A	SSC/R
Enter award data into M-Pathways	I	I	I	A	SSC/R
Create and issue PAN	I	I	A/R	I	

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 The Unit Admin column encompasses any research administrator, unit administrator, or higher level within the unit. Because many units across campus provide services <https://www.youtube.com/watch?v=1U2gngDxFkc>

Roles	
PI	Principal Investigator
UNIT ADMIN	Research Administrators, Department/School/College or
ORSP	Office of Research and Sponsored Projects
FSP	Finance-Sponsored Programs
OTHER	

- BEC** Business Engagement Center
- COI** Conflict of Interest Committee
- FR** Foundation Relations
- OGC** Office of General Council
- HRPP** Human Research Protection Program
- HR** Human Resources
- IBC** Institutional Biosafety Committee
- OSEH** Occupational Safety and Environmental Health
- OTT** Office of Technology Transfer
- SSC** Shared Services Center
- IACUC** Institutional Animal Care & Use Committee
- UMOR** 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)