

Proposal Development

	PI	UNIT ADMIN	ORSP	FSP	OTHER
General					
Identify and communicate required training courses for PI to be eligible to receive funding	I	I	I		UMOR / A and R
Provide centralized funding opportunity resources to the campus community	I	I	S		UMOR / A and R
Maintain database of proposal submissions and awards	I	S	A/R	I	
Act as institutional authority as to acceptability of sponsor requirements	S/C	S/C	A/R		UMOR / S FR and BEC / C OTT / C
Proposal Development					
Prepare proposal that meets requirements outlined in the application instructions, including applicable rules and regulations.	A/R	R	S/C		
Prepare scholarly proposal	A/R	S			
Request on-or-off-campus space needed in addition to that already assigned to the PI	A/R	S/C			
Request modifications or renovations to on-campus or off-campus space if necessary	A/R	S/C			
Prepare Proposal Approval Form (PAF)	A	R	C		
Monitor PAF Progress as it routes through the internal review process	I	A/R			
Develop appropriate budget and budget justification to accomplish the scope of work	A	R	C		
Requests matching funds according to University policy	A/R	S/C	C		
Identify the appropriate Facilities & Administrative cost rate	S/I	A/R	C		
Request a Facilities & Administrative cost waiver, if appropriate	A/R	S/C			
Identify and evaluate issues related to program income	S	A/R	C		
Verify that budget items are in accordance with Uniform Guidance (which also includes cost accounting standards)	S	A/R	C		
Request and obtain budget, scope of work and relevant documents from subcontractors and consultants	A	R			
Work with Purchasing to develop Small Business/Minority Subcontracting Plans as required	A	R			Procurement / C
Obtain letters of support of collaborators	A/R	S			
Compliance					
Disclose conflicts of interest and commitment	A/R	S	I		COI / C OTT / S
Disclose human subjects research	A/R	S	I		HRPP / C
Disclose animal research	A/R	S	I		UCUCA / C
Disclose use of radioactive materials in research	A/R	S	I		OSEH / C
Disclose biological toxins and select agent use	A/R	S	I		IBC / C OSEH / C
Disclose hazardous materials use	A/R	S	I		IBC / C OSEH / C
Disclose human pluripotent stem cell use	A/R	S	I		UMOR / C
Disclose export controls involvement	A/R	S	I		UMOR / C
Identify related intellectual property disclosures	A/R	S	I		OTT / C
Disclose related Unfunded Agreements	A/R	S	I		
Disclose nanoscale particles/fabrication use	A/R	S	I		OSEH
Disclose any known restrictions on openness of research	A/R	S	I		
Ensure applicant has completed required training courses (PEERRS)	A/R	S	I		UMOR / S