ROLES AND RESPONSIBILITIES
Sponsored Projects Administration

Proposal Development
(Develop Proposal)

Table of Contents

ROLES AND RESPONSIBILITIES
Sponsored Projects Administration

This document defines the roles and responsibilities of those involved in the identification, assembly, and submission of proposals related to sponsored projects as the University of Michigan (U-M).

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 delineated in the U-M 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	
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)

RESPONSIBLE PARTY			
PI	Principal Investigator		
UNIT ADMIN	Research Administrators, Department/School/College or Equivalent		
ORSP	Office of Research and Sponsored Projects		
FSP	Finance-Sponsored Programs		
OTHER			
ACUO	Animal Care & Use Office	*IACUC*	Institutional Animal Care & Use Committee
COI	Conflict of Interest Office	*IC*	International Center
CTSU	Clinical Trial Support Unit	*Innov Part*	Innovation Partnerships
EHS	Environment, Health & Safety	*IRB*	Institutional Review Board
ECO	Export Controls Office	*OFA*	Office of Financial Aid
FinOps	Financial Operations	*OGC*	Office of General Counsel
FR	Foundation Relations	*PROC*	Procurement Services
HPSCRO	Human Pluripotent Stem Cell Research Office	*Prop Cont*	Property Control Office
HRPP	Human Research Protection Program	*RACK*	Rackham Graduate School
HR	Human Resources	*SSC*	Shared Services Center
HSIP	Human Subject Incentives Program	*Treasury*	Treasurer's Office
IBC	Institutional Biosafety Committee	*UMOR*	U-M Office of Research

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R	Responsible
A	Accountable
S	Supporting
C	Consulting
I	Informing

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	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/R**
Provide centralized funding opportunity resources to the campus community	I	I	S		**UMOR – A/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, Innov Part – 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 Procurement to develop Small Business/Minority Subcontracting Plans as required	A	R			**PROC – C**

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	PI	UNIT ADMIN	ORSP	FSP	OTHER
Obtain letters of support of collaborators	A/R	S			

Compliance

	PI	UNIT ADMIN	ORSP	FSP	OTHER
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		IACUC – C
Disclose use of radioactive materials in research	A/R	S	I		EHS – C
Disclose biological toxins and select agent use	A/R	S	I		IBC – C EHS – C
Disclose hazardous materials use	A/R	S	I		IBC – C EHS – 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		Innov Part – C
Disclose related Unfunded Agreements	A/R	S	I		
Disclose nanoscale particles/fabrication use	A/R	S	I		EHS – C
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