ROLES AND RESPONSIBILITIES
Sponsored Projects Administration

Proposal Review, Approval, and Processing
(Route & Submit Proposal)

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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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* Accountability / responsibility conditional on proposals being received within deadline policy.

	PI	UNIT ADMIN	ORSP*	FSP	OTHER

Proposal Review

	PI	UNIT ADMIN	ORSP*	FSP	OTHER
Conduct department/school/college level administrative review of proposal relative to consistency with University unit objectives, resource utilization or other concerns	I	A/R	C		
Verify Sponsor ID and contact information		S	A/R		
Verify PAF signatures/approvals present and correct		R	A/R		
Verify PAF data is consistent with proposal		R	A/R		
Coordinate internal review of limited submissions	I	I/R	I		UMOR – A/R
Ensure that the applicant is eligible and/or approved to be a university principal investigator	I	R	A		
Confirmation of limited submission ability to submit	R	I/R	A		
Approve request for additional space or alterations to existing space		A/R			
Approve proposal budget and justification, if required by the sponsor		A/R	R		
Ensure budget items are in accordance with Uniform Guidance and the cost accounting standards		R	A/R		
Approve Dean or department funds to be used for matching funds		A/R			
Approve UMOR funds to be used for matching funds			A/R		UMOR – C
Verify sponsor required cost sharing commitments are met, documented, and approved		R	A/R		
Review and approve requests for F&A rate reductions or waivers		A/R			UMOR – C
Review the application for scientific accuracy	A	R			
Review the application administrative components of the proposal for accuracy	C	A/R	R/C		
Review the application administrative components of the proposal for completeness	C	R/C	A/R		

Proposal Finalization and Submission

	PI	UNIT ADMIN	ORSP*	FSP	OTHER
Finalize PAF	C	A/R	I		
Communicate required revisions and corrections for proposal submission, if needed	I	I	A/R		

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	PI	UNIT ADMIN	ORSP*	FSP	OTHER
Make revisions and corrections to administrative components of the proposal after institution review, but prior to submission	R/C	A/R	I		
Make revisions and corrections to non-administrative components of the proposal	A/R	R/C/I	I		
Provide unit-level information needed for completion of sponsor-required certifications and assurances	C	A/R	I		
Verify compliance with and provide signed certifications and assurances	C/I	C/I	A/R		
Write sponsor-required letters that make representations on behalf of University (i.e., ORSP "Happy to Participate/Pleased to Submit" template letters, letters indicating institutional agreement with or taking exception to sponsor award terms in a Request for Proposal or sponsor Program Announcement, etc.)			A/R		**FR, Innov Part – R**
Write (1) elective letters, (2) sponsor-required letters that only make commitments on behalf of unit, (3) letters that provide supporting documentation, and (4) any other letter not requiring an authorized University signature (e.g., requests for NIH study section assignment, cost sharing commitment letters not requiring an institutional signature, letters of support or recommendation)		A/R	C		**FR, Innov Part – R**
Write (1) modified versions of ORSP template letters, and (2) sponsor-required letters that make commitments on behalf of unit (e.g., cost sharing) but require an authorized University signature.		A/R	C		**FR, Innov Part – R**
Sign as the Institutional Official on behalf of the institution assuring institutional oversight			A/R		**FR, Innov Part – R**
Return signed documents to PI for submission to Sponsor	I	I	A/R		
If ORSP is submitting the proposal, comply with Sponsor submission method and deadline	I	I	A/R		
If project team is submitting the proposal, comply with Sponsor submission method and deadline	A/R	R	I		**FR, Innov Part – R**
Log/post unit-submitted proposal into eRPM	I	A/R	I		
Log/post ORSP-submitted proposal into eRPM	I	I	A/R		