ROLES AND RESPONSIBILITIES
Sponsored Projects Administration

Award Acceptance and Negotiation
(Set Up Project)

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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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Award Acceptance and Negotiation
(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**

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R	Responsible
A	Accountable
S	Supporting
C	Consulting
I	Informing

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	PI	UNIT ADMIN	ORSP	FSP	OTHER
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

	PI	UNIT ADMIN	ORSP	FSP	OTHER
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		EHS – I
Verify IBC approval for labs operating at BSL2 and higher			A/R		IBC – R EHS – R
Inform IBC of use of rDNA, infectious agents, biological toxins, and select agents			A/R		IBC – I EHS – I
Inform EHS of hazardous materials use, if necessary			A/R		EHS – I
Inform human pluripotent stem cell research compliance oversight committee (HPSCRCO), if necessary			A/R		UMOR – I
Inform EHS of nanoscale particles/fabrication if necessary			A/R		EHS – 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

	PI	UNIT ADMIN	ORSP	FSP	OTHER
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	
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		

R	Responsible
A	Accountable
S	Supporting
C	Consulting
I	Informing

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	PI	UNIT ADMIN	ORSP	FSP	OTHER
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 PAF-R 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 Award Notification	I	I	A/R	I	
Review Award Notification for accuracy	R	A/R			
Review Award Document for content	A	R			