



# ROLES AND RESPONSIBILITIES

## Sponsored Projects Administration

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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>

<u>ROLES</u>	
<b>R</b>	Responsible for the correct and thorough completion of the work to achieve the task
<b>A</b>	Accountable for the correct and thorough completion of the task, typically delegating the work to those responsible
<b>S</b>	Support for those who are responsible or accountable
<b>C</b>	Consulted as needed in order to complete the task (two-way communication)
<b>I</b>	Informed that task is underway/completed (one-way communication)

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



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<b>R</b>	Responsible
<b>A</b>	Accountable
<b>S</b>	Supporting
<b>C</b>	Consulting
<b>I</b>	Informing

### Research Ethics & Compliance



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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### Compliance Factors

Ensure that Compliance Training in the Program for Education and Evaluation in Responsible Research and Scholarship (PEERRS) is complete. Contact <a href="mailto:PEERRS@umich.edu">mailto:PEERRS@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>A / R</b>	<b>S</b>	<b>I</b>		<b>UMOR – C</b>
Ensure that all Agreement Acceptance Requests (AARs) are approved. <a href="#">Visit this website</a> for more information.	<b>A / R</b>	<b>S</b>	<b>C / I*</b>		
Confirm that current fiscal year M-Inform disclosures are on file so the COI review can be completed for PHS sponsored research projects. No additional action required unless COI Staff contact you. <a href="#">Visit this website</a> for more information.	<b>A / S</b>	<b>S</b>	<b>I</b>		<b>COI – R</b>
Ensure applicable COI Management Plans are in place and complete, submitting FCOI reports, as needed. Contact <a href="mailto:COI.Support@umich.edu">COI.Support@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>A / S</b>	<b>I</b>			<b>COI – R / C</b>
Confirm that applicable Regental Action Request (RAR) information is submitted and approved. Contact <a href="mailto:COI.Support@umich.edu">COI.Support@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>C</b>		<b>R</b>		<b>COI – A / S / I</b>
Confirm that all Human Subjects Applications (HUMs) are approved, appropriate HUM numbers are provided to ORSP, and that appropriate staff have completed training. For Medical School and Michigan Medicine projects contact <a href="mailto:ummsresearch@umich.edu">ummsresearch@umich.edu</a> or <a href="#">visit this website</a> for more information. For all other projects contact <a href="mailto:irbhsbs@umich.edu">irbhsbs@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>A / R</b>	<b>S</b>	<b>I*</b>		<b>IRB – S / C</b>
Confirm that all Animal Protocols (PROs) are approved, appropriate PRO numbers are provided to ORSP, and that appropriate staff have completed training. Contact <a href="mailto:ulam-questions@umich.edu">ulam-questions@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>A / R</b>	<b>S</b>	<b>I*</b>		<b>ACUO – S / C</b>



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### Research Ethics & Compliance



	PI	UNIT ADMIN	ORSP	FSP	OTHER
Confirm that all Institutional Biosafety Applications (IBCs) are approved and that appropriate staff have completed training. Contact <a href="mailto:IBCstaff@umich.edu">IBCstaff@umich.edu</a> or <a href="#">visit this website</a> for more information (EHS).	<b>A / R</b>	<b>S</b>	<b>I*</b>		<b>IBC, EHS – S / C</b>
Conduct International Engagement Other Support Reviews of federal sponsor documentation and M-Inform disclosures. Contact <a href="mailto:Other-Support-Reporting@umich.edu">Other-Support-Reporting@umich.edu</a> or <a href="#">visit this website</a> for more information.	<b>A / I</b>	<b>S</b>	<b>C</b>		<b>COI – R</b>
Confirm that all human pluripotent stem cells (HPSCRO) applications are approved and applicable to the Award. No further action required unless HPSCRO contacts you. Contact <a href="mailto:HPSCROquestions@umich.edu">HPSCROquestions@umich.edu</a> for more information.	<b>A / C</b>		<b>I / C</b>		<b>HPSCRO – R</b>
Confirm that necessary Export Control compliance/TCP plans are in place and executed. Contact <a href="mailto:exportcontrols@umich.edu">exportcontrols@umich.edu</a> for or <a href="#">visit this website</a> more information	<b>A / R</b>	<b>I</b>	<b>I</b>		<b>ECO – S / C</b>