



ROLES AND RESPONSIBILITIES

Sponsored Projects Administration

Non-Financial Management (Manage 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>

<u>ROLES</u>	
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)

<u>RESPONSIBLE PARTY</u>			
PI	Principal Investigator		
UNIT ADMIN	Research Administrators, Department/School/College or Equivalent		
ORSP	Office of Research and Sponsored Projects		
FSP	Finance-Sponsored Programs		
OTHER			
<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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Sponsored Projects Administration

R	Responsible
A	Accountable
S	Supporting
C	Consulting
I	Informing

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	PI	UNIT ADMIN	ORSP	FSP	OTHER
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Scientific / Program Management

Conduct and oversee the execution of project aims or statement of work.	A/R				
Initiate request for programmatic changes to the project.	A	R	C	C	
Review and process/execute programmatic changes to the project, when required.			A/R		SPONSOR
Complete interim technical / progress reports.	A/R	R/C	I/C		
If ORSP is submitting the interim progress report, comply with Sponsor submission method and deadline.	I	I	A/R		
If project team is submitting the interim progress report, comply with Sponsor submission method and deadline.	A/R	R	I		FR – R Innov Part – R
Initiate Outgoing Unfunded Agreements (e.g. material transfer agreements, data use agreements, etc).	A/R	S			
Review and execute Outgoing unfunded agreements (e.g. materials transfer agreements, etc).	C/I	C/I	A/R		Innov Part – A/R
Provide local oversight on implementation of University, state and federal policies and regulations.	A/R	S/C	C	C	All – C

Effort Reporting

Notify individuals when effort reporting cycle is open.					FinOps – A
Provide information to facilitate compliance with effort reporting policy.					FinOps – A
Monitor certification status and send notices regarding uncertified effort.		A/R			
Maintain official records of effort reporting.					FinOps – A
Track current and pending effort commitments.	A/R	S			
Update and maintain effort commitments.	A	R			

Inventions

Promptly submit invention disclosure to OTT.	A/R				
Review invention disclosure information to ensure complete and accurate data.	C				Innov Part – A/R
Complete assessment of new invention/disclosure. Notify the PI, Dept. Chair and Dead of outcome of OTT assessment.	C/I	I			Innov Part – A/R



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	PI	UNIT ADMIN	ORSP	FSP	OTHER
Complete iEdison reporting and Bayh-Dole compliance requirements for all federally supported discoveries.	C				Innov Part – A/R
Complete initial invention reporting, and patent reporting as necessary, pursuant to the terms of any non-federal funding agreement(s).	C				Innov Part – A/R
Provide interim and final invention & patent progress reports to sponsor (<i>pursuant to requirements under the applicable funding agreements</i>).	R/C	S	A/R		Innov Part – A/R
Prepare patent applications and file with United States Patent Office (and/or foreign patent offices).	C				Innov Part – A/R
Initiate and approve licensing agreements. Notify the PI, Dept. Chair and Dean.	C/I	I			Innov Part – A/R