

# ROLES AND RESPONSIBILITIES

## Sponsored Projects Administration

### Award Close-Out (Close-Out Project)



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This document defines the roles and responsibilities of those involved in the identification, assembly, and submission of proposals related to sponsored projects at 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

<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)

### RESPONSIBLE PARTY

<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>BEC</i>	Business Engagement Center	<i>IC</i>	International Center	
<i>COI</i>	Conflict of Interest Committee	<i>OFA</i>	Office of Financial Aid	
<i>CTSU</i>	Clinical Trial Support Unit	<i>OGC</i>	Office of General Counsel	
<i>EHS</i>	Environment, Health & Safety	<i>OTT</i>	U-M Tech Transfer	
<i>FinOps</i>	Financial Operations	<i>PROC</i>	Procurement Services	
<i>FR</i>	Foundation Relations	<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	
<i>IACUC</i>	Institutional Animal Care & Use Committee			



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

### Award Close-Out (Close-Out Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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#### Communicate with Stakeholders

Notify Project Director/Principal Investigator of pending closeout	<b>A</b>	<b>R</b>			
Notify Project Team members (including subcontract partners) of pending closeout	<b>A/R</b>	<b>S/R</b>			
Notify Unit Purchasing / Procurement staff of pending closeout	<b>I</b>	<b>A/R</b>			
Notify SAPOC(s) (Single Administrative Point of Contact) of sub P/G(s) (sub Project/Grants) of pending closeout		<b>A/R</b>			
Review Terms of Award, Budget, Reporting Requirements	<b>A</b>	<b>R</b>	<b>C</b>		

#### Review Revenue and University Commitments

Ensure all Sponsored revenue is received, documented, and invoiced as applicable	<b>A</b>	<b>R</b>		<b>S</b>	<b>SSC (A/R) – C</b>
Ensure all Cost Share (internal cost share, in-kind cost-sharing/cost matching) is received and documented	<b>A</b>	<b>R</b>			<b>UMOR – C RACK – C UNITS – C</b>
Review Outstanding Expenses/Commitments and take action as applicable (including recurring charges, procurement transactions, etc.)	<b>A</b>	<b>R</b>	<b>C</b>	<b>S</b>	<b>PROC – I FinOps – I</b>
Document any allowable late charges on project	<b>A</b>	<b>R</b>			
Manage Personnel and Payroll Activity; take applicable action	<b>A</b>	<b>R</b>			<b>FinOps – I UNIT HR – S</b>



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### Completing Deliverables and Required Reports

<i>Technical Report</i>					
Complete final technical / progress reports	<b>A/R</b>	<b>S</b>	<b>C</b>		
If ORSP is submitting the final progress report, comply with Sponsor submission method and deadline	<b>I</b>	<b>I</b>	<b>A/R</b>		
If project team is submitting the final progress report, comply with Sponsor submission method and deadline	<b>A/R</b>	<b>R</b>	<b>I</b>		<b>BEC – R</b> <b>FR – R</b>
<i>Other Deliverables</i>					
If Project Team Submits Inventions: notify, complete, and submit intellectual disclosures and/or negative report as applicable (final invention statement)	<b>A/R</b>	<b>S</b>			<b>OTT – C/S</b>
If ORSP Submits Inventions: complete intellectual disclosures and/or negative report as applicable (final invention statement)	<b>I</b>	<b>I</b>	<b>A/R</b>		<b>OTT – C/S</b>
Submit final small business plan to sponsor	<b>R</b>	<b>R/C</b>			<b>PROC – A/R</b>
Complete and submit final property statement to Property Control	<b>A</b>	<b>A/R</b>			
Submit final property report to sponsor	<b>I</b>		<b>C</b>		<b>Prop Cont – A/R</b>
Review and sign final FSR	<b>A</b>	<b>R</b>		<b>C</b>	
Submit final financial report to Sponsor				<b>A/R</b>	

### Post End Date Follow-Up

Final Invoice – ensure submission of final invoice and track payment status		<b>A/R</b>			
Subcontract Closeout - ensure final concurrence report is processed and contract is closed	<b>A</b>	<b>A/R</b>		<b>C</b>	
New charges/activity - monitor for additional activity, take corrective action	<b>A</b>	<b>A/R</b>		<b>C</b>	
Close out award in eResearch			<b>A/R</b>		
Inactivation of P/G				<b>A/R</b>	