



ROLES AND RESPONSIBILITIES

Sponsored Projects Administration

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ROLES AND RESPONSIBILITIES

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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 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	
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			
<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
<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		



ROLES AND RESPONSIBILITIES

Sponsored Projects Administration

R	Responsible
A	Accountable
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I	Informing

Proposal Development

(Develop Proposal)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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General

Identify and communicate required training courses for PI to be eligible to receive funding	I	I	I		UMOR – A/R
Provide centralized funding opportunity resources to the campus community	I	I	S		UMOR – A/R
Maintain database of proposal submissions and awards	I	S	A/R	I	
Act as institutional authority as to acceptability of sponsor requirements	S/C	S/C	A/R		UMOR – S FR, BEC, OTT – C

Proposal Development

Prepare proposal that meets requirements outlined in the application instructions, including applicable rules and regulations.	A/R	R	S/C		
Prepare scholarly proposal	A/R	S			
Request on-or-off-campus space needed in addition to that already assigned to the PI	A/R	S/C			
Request modifications or renovations to on-campus or off-campus space if necessary	A/R	S/C			
Prepare Proposal Approval Form (PAF)	A	R	C		
Monitor PAF Progress as it routes through the internal review process	I	A/R			
Develop appropriate budget and budget justification to accomplish the scope of work	A	R	C		
Requests matching funds according to University policy	A/R	S/C	C		
Identify the appropriate Facilities & Administrative cost rate	S/I	A/R	C		
Request a Facilities & Administrative cost waiver, if appropriate	A/R	S/C			
Identify and evaluate issues related to program income	S	A/R	C		
Verify that budget items are in accordance with Uniform Guidance (which also includes cost accounting standards)	S	A/R	C		
Request and obtain budget, scope of work and relevant documents from subcontractors and consultants	A	R			
Work with Procurement to develop Small Business/Minority Subcontracting Plans as required	A	R			PROC – C



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Proposal Development

(Develop Proposal)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
Obtain letters of support of collaborators	A/R	S			

Compliance

Disclose conflicts of interest and commitment	A/R	S	I		COI – C OTT – S
Disclose human subjects research	A/R	S	I		HRPP – C
Disclose animal research	A/R	S	I		IACUC – C
Disclose use of radioactive materials in research	A/R	S	I		EHS – C
Disclose biological toxins and select agent use	A/R	S	I		IBC – C EHS – C
Disclose hazardous materials use	A/R	S	I		IBC – C EHS – C
Disclose human pluripotent stem cell use	A/R	S	I		UMOR – C
Disclose export controls involvement	A/R	S	I		UMOR – C
Identify related intellectual property disclosures	A/R	S	I		OTT – C
Disclose related Unfunded Agreements	A/R	S	I		
Disclose nanoscale particles/fabrication use	A/R	S	I		EHS – C
Disclose any known restrictions on openness of research	A/R	S	I		
Ensure applicant has completed required training courses (PEERRS)	A/R	S	I		UMOR – S



ROLES AND RESPONSIBILITIES

Sponsored Projects Administration

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



	PI	UNIT ADMIN	ORSP*	FSP	OTHER
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* Accountability / responsibility conditional on proposals being received within deadline policy.

Proposal Review

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

Finalize PAF	C	A/R	I		
Communicate required revisions and corrections for proposal submission, if needed	I	I	A/R		



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Proposal Review, Approval, and Processing

(Route & Submit Proposal)



	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		BEC, FR – 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		BEC, FR – 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		BEC, FR – R
Sign as the Institutional Official on behalf of the institution assuring institutional oversight			A/R		BEC, FR – 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		BEC, FR – R
Log/post unit-submitted proposal into eRPM	I	A/R	I		
Log/post ORSP-submitted proposal into eRPM	I	I	A/R		



ROLES AND RESPONSIBILITIES

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Award Acceptance and Negotiation

(Set Up Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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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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Award Acceptance and Negotiation

(Set Up Project)



	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

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

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		



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Award Acceptance and Negotiation

(Set Up Project)



	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			



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Financial Management of Awards (Manage Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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Project Set-Up

Review Award Notification	A	R			
Request establishment of subcontract(s)	R	A/R	C/R	C	COI – C
Request internal sub-P/Gs	C/I	A/I/R		C/R	
Prepare initial budget re-allocation	C	A/R	C	C/R	

Post-Award Project Management

Effort Reporting

Allocate effort of PIs and other personnel to project (PAR, DBE, etc)	R	A/R			
Substantiate effort changes over 120 days (120 day memo)	R	R		A/R	
Process e-verification, if necessary	R	R	R		HR – A
Monitor effort commitments for sponsored projects	A	R			HR – C
Certify effort on project	A/R	R			

Financial Management

Monitor Budget vs Expenses	A/R	R		C	
Review and Approve Expenditures	A	R	R	R	
Procurement Activity					
• Sole Source documentation	R	R			PROC – A
• External bid process	R	R			PROC – A
• Manage/track small business plans	R	R/C			PROC – A/C
Cost Transfers					
• Prepare documentation/justification for cost transfers (including 120 day memo)	A/R	R			
• Request cost transfer	A/R	R			
• Process cost transfer requests	C/I	A*/R			SSC – A*
*A = SSC for those units in scope; Unit Admin for those units not in scope					
• Review and approve cost transfer requests for compliance with University policy		R		A/R	
Comply with Uniform Guidance and sponsored requirements	R	R/C	R/C	A/R	

Subcontracts



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Financial Management of Awards (Manage Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
Initiate subcontracts and manage subrecipient communications (outlined in the PAF/application)	A/R	R	C	C	
Initiate subcontracts that were not outlined in the PAF.	A/R	R		C/I	
Approve subcontracts that were not outlined in the PAF.	C/I	C/I	A		
Negotiate and execute subcontract agreement	R/C/I	R/C/I		A/R	
Monitor subk expenses vs budget	A/R	R		R	
Review subk invoice for compliance and prepare concurrence report				A/R	
Initiate close-out of subcontract	A/R	R		R	
Monitor subcontractor scientific compliance	A/R	S		I	
Approve concurrence reports (subcontract invoices and work performed)	A/R	R		R	
Monitor subcontractor administrative and financial compliance	R	R	C	A/R	
Cost sharing					
Initiate transfer(s) from units and other parties of promised cost share	R	A/R			UMOR – C/S RACK – C/S
Retain necessary documentation of cost sharing and/or matching funds	R	R		A/R	
Monitor and review that required cost share is met	R	R	C	A/R	
Monitoring Expenses and Internal Reporting					
Review accounts to identify and resolve issues or errors in a timely manner (SPG 500.01)	A/R	R			
Reconciliation of expenses on accounts (joint reconciliation with SSC).	R	A*/R			SSC – A*/R
*A = SSC for those units in scope; Unit Admin for those units not in scope					
Provide timely and accurate financial management reports to PI/Unit level	I	A/R	C/S	C/S	CTSU – C/S HSIP – C/S IC - C/S OFA – C/S PROC – C/S RACK – C/S SSC – C/S
External Interim Financial Reporting					
Notification to PI of upcoming sponsored financial reports				A/R	
Identify any program income and communicate to FSP	R	R/A			



ROLES AND RESPONSIBILITIES

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Financial Management of Awards

(Manage Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
Prepare Financial Status Report (FSR) for submission to sponsor	R/S	R/C/S		A/R	
Approve interim FSR for submission to sponsor	A/R	R			
Submit interim financial report to Sponsor	R	R		A/R	
Initiate carryforward request	A/R	S	C/I		
If ORSP is submitting the carryforward request, comply with Sponsor requirements and deadline (if applicable)	C	I	A/R	C	
If project team is submitting the carryforward request, comply with Sponsor requirements and deadline (if applicable)	A/R	I	C	C	
Accounts receivable					
Prepare and submit invoices to sponsors	C/I	R/C/S/I		A	SSC – R/I
Prepare and process letter of credit draws				A/R	
Central office receive payments from sponsors and deposit them in University accounts	C/I	C/I	C/I	A	SSC – R
Unit receive payments from sponsors and deposits in proper account per SPG 519		A/R	C/I	C/I	SSC – C/I
Monitor receivables to identify any issues or overdue payments	R	R		A	SSC – R
Review unallocated list for unclaimed funds		R			FinOps – A
Pursue late or non-payment of invoices by funding agencies	R	R	C/I	A/R	SSC – R/I OGC – C/I
Program income					
Identify the occurrence and reportability of program income	R/S	R/C/S	C/I	A/R	
Deposit program income	R/S	A/R			Treasury – C/I/R
Monitor receipt of program income	R	A/R			
Provide institutional oversight to record and report program income	C/I	C/I		A/R	
Prepare and send the report of program income to the sponsor	C/I	C/I		A/R	



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Non-Financial Management (Manage Project)



	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		BEC – R FR – 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		OTT – 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				OTT – A/R
Complete assessment of new invention/disclosure. Notify the PI, Dept. Chair and Dead of outcome of OTT assessment.	C/I	I			OTT – A/R



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Non-Financial Management (Manage Project)



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



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

Review Revenue and University Commitments

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



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Award Close-Out (Close-Out Project)



	PI	UNIT ADMIN	ORSP	FSP	OTHER
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Completing Deliverables and Required Reports

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

Post End Date Follow-Up

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