

UNIT RESPONSIBILITIES FOR GRANTS, CONTRACTS AND SPONSORED AGREEMENTS

Office of Grants Administration

- Promote grant opportunities
- Facilitate proposal development
- Shepherd proposals through internal review processes (Forms A & B)
- Submit proposals
- Acknowledge; negotiate terms; monitor compliance, performance, and reporting

Office of Financial Affairs

- Review and approve proposal budget
- Certifying Official sign-off on proposal submission
- Signing Official for grants, contracts and sponsored agreements
- Manage post-award financials, compliance and reporting
- Manage Audits

Principal Investigator/Project Director (PI/PD)

- Develop proposal and budget in conjunction with appropriate supervisors, and the Office of Grants Administration
- Manage IRB application, if applicable, for funded projects
- Conduct and manage approved work on funded projects
- Manage post-award budget in conjunction with the Office of Financial Affairs, including time and effort reporting and financial reporting
- Fulfill sponsor requirements for performance, progress and technical reporting for funded projects
- Submit and file performance, progress and technical reports in conjunction with the Office of Grants Administration for funded projects

Intermediate Supervisors

- Approve project concepts for development into funding proposals (Form A)
- Collaborate/mentor during proposal development as appropriate
- Approve final draft of funding proposal (Form B)
- Provide institutional support as described in proposal for funded projects

Vice Presidents

- Review and approve proposal (Form B)
- Ensure Intermediate Supervisors provide institutional support as described in proposal for funded projects