Roles and Responsibilities Matrix for Sponsored Research

Submitting proposals, executing and managing awards, and the conduct of research at FSU involve many different people and offices. While there may be variations depending on department, college, or the particular proposal, the following matrix outlines who has primary responsibility for each activity.

	PI	Dept. Rep	Dean/Chair	SRA		OPD	Procurement
				Pre	**Post**		
Identifying Funding Opportunities							
Search for opportunities/identify collaborators	X					X	
Provide guidance on opportunities		X	X	X		X	
Internal Funding Resources						X	
Proposal Preparation							
Write proposal narrative	X						
Identify subawardees/contractors and request appropriate documentation	X						
Develop budget and budget justification	X	X					
Identify cost sharing requirements	X						
Approve cost sharing requests	X	X	X	X			
Provide guidance/training on proposal preparation		X	X	X		X	
Assist with large, interdisciplinary proposals						X	
Complete proposal transmittal form and route for approvals	X	X					
Proposal Review and Approval							
Confirm that proposal meets sponsor requirements (page limits, margins, font, etc.)	X			X			
Review proposal before sending to SRA	X	X	X				
Review budget for compliance with appropriate guidelines	X	X	X	X			
Provide final approval of proposal				X			
Proposal Submission							
Proposals required to be submitted with authorized official credentials (grants.gov, FastLane, etc.)				X			
Proposals required to be mailed, hand-delivered, or emailed directly to the sponsor (only after SRA approval)	X						
Regulatory Compliance Requirement							
Complete compliance forms (IRB, IACUC, etc.)	X						
Complete conflict of interest disclosure (EDMS, paper)	X						
Confirm all applicable compliance forms have been completed as appropriate	X	X		X			
Advance Accounts							
Request advance account	X						
Consider appropriateness of advance account		X	X	X			
Approve advance account				X	X		
Establish and monitor advance account					X		

	PI	Dept. Rep	Dean/Chair	SRA Pre	SRA Post	OPD	Procurement
Award Acceptance (e.g. grant, purchase order, contract, etc.) and Set Up							
Accept sponsor notification of an award				X			
Review terms and conditions	X			X			
Review and approve programmatic terms	X						
Negotiate terms and conditions with sponsor				X			
Approve terms and conditions				X			
Confirm compliance requirements (IRB, IACUC, etc.) have been met	X			X			
Ensure cost sharing is documented (if applicable)	X			X			
Establish award in OMNI and notify PI of project number				X	X		
Conducting and Managing the Project							
Prepare personnel transactions		X					
Initiate purchases on the project	X	X					
Initiate prior approvals for project changes (PI, scope, time extensions, effort, etc.)	X	X					
Review and approve changes and forward to sponsor, if necessary				X			
Initiate rebudget requests	X	X					
Review and approve rebudget requests and forward to sponsor, if necessary				X	X		
Review financial reports and oversee expenditures	X	X			X		
Invoicing and Financial Reporting and Compliance							
Review financial reports and oversee expenditures	X	X			X		
Prepare and submit invoices or financial reports					X		
Receive and deposit payment from sponsors					X		
Produce letter of credit draw requests					X		
Monitor collections of overdue payments					X		
Program income							
Identify program income	X			X			
Invoice, receive, and deposit program income	X	X			X		
Set up program income account					X		
Monitor program income	X	X			X		
Issuance of Subawards							
Oversee programmatic aspects of subaward	X						
Prepare, negotiate, and execute subawards				X			
Prepare and monitor contracts/vendor purchase orders							X
Review and approve subaward invoices	X				X		
Subrecipient monitoring	X			X	X		

	PI	Dept. Rep	Dean/Chair	SRA Pre	SRA Post	OPD	Procurement
Technical Reports							
Prepare technical reports	X						
Submit technical reports that require institutional approval				X			
Submit technical reports that do not require institutional approval	X						
Personnel and Effort Certification							
Initiate hiring and appointment process	X	X					
Maintain effort certification reporting system				X			
Confirm accuracy of effort certification reports	X						
Resolve problems and follow up on outstanding certifications		X		X			
Project Closeout							
Ensure all expenditures/revenue have posted to account	X	X			X		
Prepare final invoice					X		
Approve final invoice	X	X			X		
Ensure all financial reports have been submitted to sponsor					X		
Ensure all technical reports have been submitted to sponsor	X			X			
Ensure invention, patent, etc. reports have been submitted to the sponsor				X			
Close project account in OMNI					X		
Maintain official project documents	X			X	X		