

Salisbury University

Sponsored Program Roles & Responsibilities

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Overview

This document outlines roles and responsibilities associated with sponsored programs at Salisbury University. The roles commonly involved include: Principal Investigator (PI), Department Chair, Dean or Vice President, School Administrator, Administration & Finance, Dean of Graduate Studies & Research, Provost, and the Office of Sponsored Projects.

Proposal Preparation Responsibilities

- Searching for funding opportunities – PI, Chair, Dean/VP, School Admin, Sponsored Projects
- Providing guidance on opportunities – Chair, Dean/VP, School Admin, Sponsored Projects
- Writing technical narrative – PI
- Identifying subcontractors & requesting budget materials – PI, Chair
- Requesting/approving course release – PI, Chair, Dean/VP
- Developing budget – PI, Chair, Sponsored Projects
- Identifying need for cost sharing – PI, Chair
- Evaluating F&A; waiver requests – Chair, Dean/VP, Admin & Finance

Regulatory Requirements

- Complete compliance forms (IRB, IACUC, H&S;) – PI
- Complete conflict of interest disclosure – PI
- Review conflict of interest disclosures – Chair, Dean/VP
- Ensure compliance applications submitted – PI, Chair, Sponsored Projects

Proposal Review & Approval

- Confirm proposal meets sponsor requirements – PI, Chair
- Review proposal before Research Office submission – Chair
- Verify cost sharing listed correctly – Chair, Dean/VP
- Approve proposal routing form – PI, Chair, Dean/VP, Admin & Finance, Sponsored Projects, Provost (for items over \$10,000)

Proposal Submission

- Submit proposal to sponsor after institutional approval – Sponsored Projects

Award Acceptance

- Accept sponsor notification – PI, Chair
- Review contractual terms – PI, Chair
- Negotiate budget/scope modifications – Chair, Admin & Finance, Sponsored Projects, Dean/VP
- Negotiate terms & conditions with legal review – Admin & Finance, Sponsored Projects, Dean/VP
- Approve award terms – Chair, Admin & Finance, Sponsored Projects, Provost

Award Setup

- Identify or request pre-award project – PI, Chair
- Confirm regulatory compliance – Sponsored Projects
- Modify proposed budget – PI, Sponsored Projects
- Prepare award summary – Sponsored Projects
- Establish project code – Admin & Finance
- Conduct initial project management meeting – PI, Chair, Dean/VP, Sponsored Projects

Financial Management During Project

- Initiate purchases – PI, Chair
- Prepare financial transactions – PI
- Process financial/procurement transactions – Admin & Finance
- Initiate and approve re-budget requests – PI, Sponsored Projects, Admin & Finance
- Initiate and approve no-cost extensions – PI, Sponsored Projects, Dean/VP
- Update budget/time extensions – Admin & Finance

Program Income

- Identify program income – PI, Chair, Dean/VP
- Reconcile income and submit to cashier – PI, Chair, Dean/VP
- Apply income appropriately – Admin & Finance

Invoicing & Financial Reporting

- Provide invoice information – PI
- Submit invoice to sponsor – Admin & Finance
- Prepare and submit financial reports – Admin & Finance

Accounts Receivable

- Receive and deposit payments – Admin & Finance
- Record federal draw requests – Admin & Finance
- Monitor collections – Admin & Finance

General Project Oversight

- Review Material Transfer Agreements – PI, Chair, Dean/VP
- Complete invention disclosures – PI
- Maintain research data integrity – PI

Subcontracts & Subawards

- Oversee scientific aspects – PI
- Prepare & negotiate subawards – Sponsored Projects, Admin & Finance, Dean/VP
- Review subcontract invoices – PI, Chair
- Conduct subrecipient monitoring – PI, Sponsored Projects

Technical & Scientific Reporting

- Prepare and submit progress reports – PI
- Maintain official progress report copies – Sponsored Projects

Personnel & Effort Certification

- Initiate hiring – PI, Chair
- Maintain effort certification systems – Admin & Finance
- Adjust award charges/payroll – PI, Sponsored Projects
- Review and approve effort reports – PI, Chair

Project Closeout

- Identify early closeout – PI, Chair, Dean/VP

- Ensure expenditures are posted – PI, Chair, Admin & Finance
- Prepare final financial reports – Admin & Finance
- Approve final reports – Dean/VP, Admin & Finance
- Submit final scientific and invention reports – PI, Sponsored Projects
- Inactivate project code – Admin & Finance

Ongoing Training

- Provide research compliance and process training – PI, Chair, Dean/VP, Sponsored Projects

Note: Any proposal over \$10,000 requires approval by the Provost, VP of Admin & Finance, and Dean of Graduate Studies & Research.