

Key

R = Responsible

A = Accountable

C = Consulted

I = Informed

Function

Roles

PI

Chair/ADR

RDSI

SPA
Preaward

SPA
Preaward AD

SPA
Contracts

SPA

Function	Roles														
	PI	Chair/ADR	RDSI	SPA Preaward	SPA Preaward AD	SPA Contracts	SPA Postaward Coordinator	SPA Postaward Manager	SPA Postaward AD	Grant Accounting	Budget Office (Fiscal Services)	Legal	Research Compliance	SPA Executive Director	VPR
Review and Submit Just In Time or Other Post Submission Materials to Sponsor	C	I		R+A	A										I
Compliance Protocol Creation and Submission (IRB, IACUC, IBC, etc.)	R+A	I		I									C		
Compliance Protocol Review (IRB, IACUC, IBC, etc.)	C	I		I				I					R+A		

		Roles														
Function		PI	Chair/ADR	RDSI	SPA Preaward	SPA Preaward AD	SPA Contracts	SPA Postaward Coordinator	SPA Postaward Manager	SPA Postaward AD	Grant Accounting	Budget Office (Fiscal Services)	Legal	Research Compliance	SPA Executive Director	VPR
Project Management	Completes Monthly Reconciliation of Grant Expenses	I						C	R+A	C	C					
	Requests Cost Transfer for Expenses Erroneously Included in Monthly Reconciliation	R+A							C	I					I	I
	Identifies Need for Rebudget	R						C	R+A		I					
	Submits Rebudget Request to Sponsor (If Applicable)	I							R+A							
	Submits Approved Rebudget for Internal Budget Revision	I							R+A		I					
	Prepares Scientific Reporting in Compliance with Award Terms	R+A	C						C							
	Identification of Need for Project Extension	R+A							C							
	Submission of Project Extension Request	C							R+A							
	Prepares Financial Reporting and Submits	C							C	C	R+A					
Prepares and Submits Invoices								C		R+A						
Closeout	Ensures all Grant Activities are Completed and Deliverables Rendered to the Sponsor	R+A							I							
	Preparation of Final Programmatic Report	R+A							I							
	Preparation of Final Financial Report								C		R+A					
	Mark Account as Inactive								I		I	R+A				
	Retention of Final Report and Documentation to Date								R+A							
	Preparation, Submission, and Retention of Final Invoice								C		R+A					