

Responsibility Matrix for Sponsored Programs at UNCG

Responsibility	PI / Dept	Dean / Director	Research Admin.
Proposal Preparation and Submission			
Reviews requests for proposals for technical requirements	X		
Reviews requests for proposals for institutional compliance			OSP
Prepare Technical Proposal	X		
Assures proposed project is appropriate and in-line with departmental and institutional mission	X	X	
Assures proposed project has qualified personnel and adequate space	X		
Develops initial budget draft to accomplish proposed scope of work	X		
Reviews budget for appropriated salaries, fringes, tuition, indirect, and escalations			C&G
Requests and documents approval for cost sharing as required			C&G
Provides documentation for cost sharing	X		
Reviews and approves required and voluntary cost sharing			C&G
Prepares final version of proposal as required by the sponsor	X		
Completes Proposal Approval Document and as appropriate, other attachments and routes all forms for electronic signatures in RAMSeS	X		
Submits proposal to the OSP 5 days in advance of sponsor deadline in RAMSeS	X		
Provides authorized UNCG signature			OSP
Copies and mails proposals as dictated by the instructions to OSP in the general information or application notes in RAMSeS			OSP
Negotiates material transfer, confidentiality agreements, and intellectual property			OTT
Negotiates sponsored research agreements			OSP
Maintains proposal pending files in RAMSeS			OSP
Regulatory Compliance			
Assures compliance with Responsible Conduct of Research	X	X	OSP/ORC/ ORPPSP
Prepares and submits protocols for research involving human subjects, animal use, and biosafety hazards	X		
Ensures investigators are submitting protocols to appropriate compliance committee(s)	X		
Approves compliance protocols			ORC
Assures and provides documentation of certification and representations to sponsor	X		OSP
Assures compliance with federal regulations regarding Export Controls			OSP/ ORPPSP
Assures compliance with federal regulations regarding financial disclosure of potential conflicts of interest (COI)	X		UC/ORC
Maintains security clearances for faculty and staff			ORPPSP
Responsible for the receipt and the safe guarding of classified material	X	X	X

Responsibility	PI / Dept	Dean / Director	Research Admin.
Award Negotiation and Establishment			
Accepts awards on behalf of the University of North Carolina at Greensboro			OSP
Negotiates award terms and condition (publication restrictions, indemnification, intellectual property, governing law, payment terms, financial reporting requirements)			OSP
Agrees to all terms and conditions as they relate to performance clauses (frequency of technical reports, special professional staff hourly reporting, deliverables, and conditions of termination)	X		
Establishes award funds in accordance with award documentation			C&G
Initiates requests for subawards	X		
Drafts, negotiates and administers all subawards			OSP
Ensures subawardee is in compliance with A-133	X		OSP/C&G
Maintains award data in RAMSeS			OSP
Managing the Award			
Completes internal award documents (i.e. Assumption of Risk)	X		
Initiates and encumbers personnel transactions	X		
Assures appropriateness, reasonableness and allowability of expenditures	X		C&G
Provides oversight of sponsored project administration including the review of cost transfers and effort reporting	X	X	C&G
Reviews and reports cost sharing efforts to sponsor			C&G
Reviews expenditures in restricted budget categories			C&G
Manages the personnel activity reporting system			C&G
Initiates request for re-budgeting and cost transfers	X		
Approves substantive modifications and re-budgeting		X	OSP/C&G
Reviews and approves all cost transfers			C&G
Requests no-cost time extensions	X		OSP
Reviews and approves requests for no-cost time extensions			OSP
Submits and tracks all invoices (no matter who prepares for payment)			C&G
Approves payment of subawardee invoices	X		
Assures timely resolution of fund overdrafts	X	X	
Revenue collection (invoicing, letter of credit draw-downs, wire transfers, etc)			C&G
Reconciles any revenue shortfalls	X		C&G
Completes interim reports as required by sponsor	X		OSP/C&G
Reporting and Award Close-out			
Prepares technical reports and provides other deliverables as required	X		
Documents cost sharing funds as required	X		
Prepares and submits to sponsor financial reports and final invoices as required			C&G
Participates in negotiations when technical reports are incomplete and deliverables are unacceptable to sponsor			OSP
Responds to close-out questionnaire	X		
Files appropriate close-out documents			OSP/C&G

OSP – Office of Sponsored Programs
ORC – Office of Research Compliance
UC – University Counsel

C&G – Office of Contracts and Grants
OTT – Office of Technology Transfer
ORPPSP – Office of Research and
Public/Private Sector Partnership