

## Roles and Responsibilities Matrix for Research Administration at UNCG

PI = Principal Investigator    DPT = Department    D/D = Dean or Director    CG = Office of Contracts & Grants  
 OSP = Office of Sponsored Programs    OIC = Office of Innovation Commercialization  
 ORC = Office of Research Compliance    ORED = Office of Research and Economic Development

Research Administration Process	PI	DPT	D/D	OSP	CG	OIC	ORC	ORED
<b>Funding Opportunities</b>								
Ask for assistance in finding funding opportunities	X	X	X					
Search for funding opportunities	X	X	X	X				
Distribute opportunity information		X	X	X				
Provide guidance on funding opportunities		X	X	X				
<b>Developing the Proposal</b>								
Provide guidance to PI on proposal preparation		X	X					
Provide guidance to department on proposal preparation				X				
Prepare and revise technical portion of proposal	X	X						
Develop initial budget draft for proposed scope of work	X	X						
Assures proposed project is appropriate and matches departmental and institutional mission		X	X	X				
Assures proposed project has qualified personnel and adequate space	X	X	X					
<b>Submitting the Proposal</b>								
Reviews proposal guidelines/RFPs for technical requirements and institutional compliance	X	X	X	X				
Review budget for appropriate costs, F&A, etc		X	X		X			
Identify and provide documentation on cost sharing		X	X					
Review and approve cost sharing					X			
Enter proposal and attachments into RAMSeS	X	X						
Review completed proposal in RAMSeS and approve		X	X	X	X			
Complete grants.gov electronic submission forms	X	X						
Prepare final version and attachments of paper submissions	X	X						
Provide authorized UNCG signature				X				
Submit proposals electronically to sponsor or copies and mails to sponsor according to instructions				X				
<b>Administering the Project</b>								
<b>Award Negotiation and Establishment</b>								
Negotiate terms and conditions of award with sponsor				X				
Negotiate material transfer, confidentiality agreements, and intellectual property						X		
Review and approve award terms and conditions				X				
Accept award on behalf of UNCG				X				
Agrees to terms and conditions as they relate to performance (frequency of technical reports, deliverables, termination conditions etc)	X							
Establish award fund(s) in accordance with award documentation and upload budget					X			
Requests subawards/subcontracts	X	X						
Draft, negotiate, and administer subawards/subcontracts				X				

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Ensure subawardee is in compliance with OMB Circular A-133 (Audits)					X			
Maintains award data in RAMSeS				X				
Assure compliance with Responsible Conduct of Research	X	X	X				X	
Prepares and submits protocols for research involving human subjects, animal use, and biosafety hazards	X	X						
Ensure investigators are submitting protocols to appropriate compliance committee(s)	X							
Approve compliance protocols							X	
Assure and provide documentation of certifications and representations to sponsor	X			X				
Assure compliance with federal regulations regarding export controls				X				
Assure compliance with federal regulations regarding financial disclosure of potential conflicts of interest (COI) - work with Office of the Provost	X	X	X				X	X
Responsible for the receipt and safeguarding of classified materials	X	X	X	X	X	X	X	X
<b>Managing the Award</b>								
Request Assumption of Risk (AOR) and complete request form	X	X						
Approve Assumption of Risk (AOR) request				X	X			X
Assure that expenditures are reasonable, allowable, allocable, and consistent	X	X			X			
Initiate personnel transactions	X	X						
Initiate requests for budget transfers and cost transfers	X	X						
Approve budget transfers and cost transfers					X			
Review expenditures in restricted budget categories					X			
Compile and report cost sharing to sponsor					X			
Initiate requests for budget revisions that require sponsor approval	X	X						
Submit requests for budget revisions to sponsor				X	X			
Review monthly fund statements to track spending	X	X						
Assure timely resolution of fund overdrafts	X	X	X					
Monitor time and effort reporting					X			
Initiate requests for no-cost extensions	X	X						
Submit/approve (exp authorities) no-cost extensions				X				
Prepare, submit, track, and collect on invoices					X			
Provide backup documentation as needed for invoices	X	X						
Deposit and track all revenue and payments to grant funds					X			
Monitor subawardees	X							

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Approve expenditures of subawardee invoices and prepare paperwork for payment	X	X						
Review subawardee requests for payment					X			
Complete interim and final progress reports required by sponsor	X							
Complete interim and final financial reports required by sponsor					X			
Submit interim and final progress reports required by sponsor	X			X				
Submit interim and final financial reports required by sponsor					X			
Reconcile award funds for close-out	X	X			X			
Submit final invoices and cost sharing reports					X			
Ensure that all final invention and patent reports have been submitted to the sponsor	X							
Provide deliverables as required	X							
Participate in negotiations when technical reports are incomplete or deliverables are unacceptable to sponsor				X				
Inactivate award fund(s) in financial accounting system					X			
Respond to close-out questionnaire				X				
File appropriate close-out documents				X	X			