



FLORIDA STATE UNIVERSITY

OFFICE OF RESEARCH

Roles and Responsibilities Matrix

Privately Funded Awards

Responsible – Accountable – Supporting – Consulted – Informed

| ROLES | |
|----------|--|
| R | Responsible for the correct and thorough completion of the work |
| A | Accountable for the correct and thorough completion of the work |
| S | Supports those responsible and/or accountable |
| C | Consulted as needed in order to complete the task |
| I | Informed that task is underway/completed |

| Task | PI | Dept Admin | Grants | Accounting | Other |
|---|-----|------------|--------|------------|----------------------|
| PROPOSAL PREPARATION | | | | | |
| Identifies Funding Opportunity | R/A | S | | | S- OPD |
| Informs Department of Intent to Apply | R/A | I | | | |
| Informs FSURF of Pending Proposal | A | R | I | | |
| Reviews RFA, Meets with PI to discuss/plan | A | R | C | | |
| Prepare Proposal in Ramp | R/A | S | C | | |
| Develops Proposal Budget | R/A | S | C | | |
| Reviews Proposal | A | R | C | | |
| Submits Proposal to FSURF with All Approvals | A | R | I | | |
| Conducts Institutional Review of Proposal and Provides Comments | I/C | I/C | R/A | | |
| Revises Proposal as needed | R/A | S | I | | |
| FSURF Notifies of Approval to Submit | I | S | R/A | | |
| Submits Proposal via Sponsor Portal | R/A | S | I | | |
| Provides Final Proposal Documents and Submission Status | R/A | S | I | | |
| Enters Proposal in OMNI | | | R/A | | |
| PROJECT MANAGEMENT | | | | | |
| If Notice of Award received by PI from Sponsor, forward to FSURF and Dept Admin | R/A | S | I | | |
| Requests Advance or Pre-award Spending in RAMP, if needed | R/A | S | I | | |
| Receives Notice of Award or Contract to Negotiate. | R/A | I | I | | |
| Negotiate Terms of Award or Contract | I | I | R/A | | S – OVPR Legal |

| Task | PI | Dept Admin | Grants | Accounting | Other |
|--|-----|------------|--------|------------|----------------------|
| Drafts Unfavorable Terms Memo, if needed | I | I | R/A | | S – OVPR Legal |
| Obtains department signatures and returns Unfavorable Terms Memo to FSURF | A | R | I | | |
| Prepares a revised budget summary if award funded at a level other than proposed | A | R | I | | |
| Sends project documents to FSURF (i.e IRB/IACUC approvals, etc.) | A | R | I | | |
| Complete Subaward Request(s), if applicable | R/A | S | | | |
| Negotiates subaward agreement | I | I | R/A | | |
| Approves subaward agreement(s) | I | I | R/A | | |
| Issues subaward | I | I | R/A | | |
| Notify PI and Department of OMNI Set up | I | I | I | R/A | |
| Begin work on project | R/A | I | | | |
| Monitors Expenditures | A | R | | | |
| Submits Payment Requests | A | R | | | |
| Reviews Payment Requests for FSU Policies | | | | R | |
| Reviews Payment Requests for Award Guidelines | | | R | | |
| Approves Payment Requests | | | | R | |
| Completes Monthly Reconciliations | I | A/R | | | |
| Submits budget amendments as needed | A | R | | | |
| Reviews/Approves budget amendments | C | C | R/A | | |
| Reviews/Approves Transactions as Required | | C | R/A | | |
| Reviews/Approves All Transactions | I/C | R/A | | | |
| Invoices sponsors | | S | R/A | | |
| Receive subaward invoices, if applicable | S | S | R/A | | |
| Review subaward invoices, resolve any concerns and approve | R/A | S | I | | |
| Verify PI Approval and Process Subaward Payment | | | R/A | | |
| Prepare and Submit Interim Programmatic Reports to sponsor as needed | R/A | S | I | | |
| Prepare and Submit Interim Financial Reports as required by sponsor | A | S | R | | |
| Request Approval for NCTE from sponsor | A/R | I | C/I | | |
| Ensure all IRB/IACUC Approvals are in place, if applicable | R/A | S | I | | |
| CLOSEOUT | | | | | |
| Finalize Project Work | R/A | S | | | |
| Pre-Closeout Review with PI | C | R/A | | | |
| Reconciles Final Budget, Confirms all Expenses | R/A | S | C | | |
| Completes Final Expenditure Review | C | S | R/A | | |
| Submit Final Programmatic Report to Sponsor | R/A | S | I | | |
| Prepare/Submit Final Invoice/Financial Report to Sponsor | | | R/A | | |
| Ensure all funds are received | | | R/A | | |
| Final closeout in OMNI and FE | I | I | R/A | | |