



FLORIDA STATE UNIVERSITY

## OFFICE OF RESEARCH Roles and Responsibilities Matrix

### Publicly Funded Grants

**R**esponsible – **A**ccountable – **S**upporting – **C**onsulted – **I**nformed

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

Task	PI	Dept & UBA	SRA-Pre	SRA-Sub	SRA-Post	Other
<b>PROPOSAL PREPARATION</b>						
Identifies Funding Opportunity	R/A					S- ORD
Informs Department of Intent to Apply	R/A	I				
Informs SRA of Pending Proposal	A	R	I			S-ORD
Reviews RFA, Meets with PI to discuss/plan	A	R	C			S-ORD
Creates Proposal in RAMP	R/A	S	C			
Develops Proposal Budget	R/A	S	C			
Reviews Proposal	A	R	C			S-ORD
Submits Proposal to SRA 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			
Notifies SRA of Approval to Submit	R/A	S	I			
Submits Proposal via Sponsor Portal and Provides Submission Status to PI	I	I	R/A			
Submits Proposal via Mail or Email and Provides Submission Status to SRA	R/A	I	I			
<b>PROJECT MANAGEMENT</b>						
If Notice of Award received by PI from Sponsor, forward to SRA and Dept Admin	R/A	I	I			
Receives Notice of Award and Sends Concurrence/Notification Email to PI	I	I	R/A			
Notifies SRA of Concurrence or Concerns	R/A	S	I			
Requests Advance or Pre-award Spending in RAMP, if needed	A	R	C			

**Responsible – Accountable – Supporting – Consulted – Informed**

<b>Task</b>	<b>PI</b>	<b>Dept &amp; UBA</b>	<b>SRA-Pre</b>	<b>SRA-Sub</b>	<b>SRA-Post</b>	<b>Other</b>
Process Advance or Pre-Award Spending Request	I	I	R/A		R/A	
Negotiates award terms with sponsor, if needed	I/C	I	R/A			
Drafts Unfavorable Terms Memo, if needed	I	I	R/A			
Obtains department signatures and returns Unfavorable Terms Memo to SRA	A	R	I			S – OVPR Legal
Prepares a revised budget summary if award funded at a level other than proposed	A	R	I			
Sends project documents to SRA (i.e IRB/IACUC approvals, etc.)	A	R	I			
Set up Award in OMNI			R/A			
Complete Set Up in OMNI (Budget, etc.)					R/A	
Notify PI and Department of OMNI Set up	I	I	I		R/A	
Complete Subaward Request(s), if applicable	R/A	S		I		
Negotiates subaward agreement	S	I		R/A		
Approves subaward agreement(s)	R/A	S		I		
Issues subaward	I	I		R/A		
Creates PO for subaward(s)	I	I		R/A		
Begin work on project	R/A	I				
Monitors Expenditures	A	R			C	
Completes Monthly Reconciliations	I	A/R			C	
Submits budget amendments as needed	A	R			C/I	
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	I	S		R/A		
Review subaward invoices, resolve any concerns and approve	R/A	S		C		
Prepare and Submit Interim Programmatic Reports to sponsor as needed	R/A	S	I		C	
Prepare and Submit Interim Financial Reports as required by sponsor					R/A	
Request Approval for Award Actions from SRA, if needed (NCTE, Advance, Other)	A	R	C/I			
Review and Approve Award Action(s) and/or obtain sponsor approval, if required	I	I	R/A			
Ensure all IRB/IACUC Approvals are in place, if applicable	R/A	S	I			
Process any award amendments and notify PI	I	I	A		R	
<b>CLOSEOUT</b>						
Send Notification of Award Ending					R/A	
Finalize Project Work	R/A	S				
Pre-Closeout Review with PI	C	R/A				
Provides subaward closeout docs to SRA	A	R		I		
Send request to subs for final reports	R/A	S				

**R**esponsible – **A**ccountable – **S**upporting – **C**onsulted – **I**nformed

<b>Task</b>	<b>PI</b>	<b>Dept Admin</b>	<b>SRA-Pre</b>	<b>SRA-Sub</b>	<b>SRA-Post</b>	<b>Other</b>
Processes sub closeout	<b>A</b>	<b>S</b>		<b>R</b>		
Reconciles Final Budget, Releases Encumbrances	<b>A</b>	<b>R</b>				
Completes Final Expenditure Review	<b>C</b>	<b>S</b>			<b>R/A</b>	
Prepare Acknowledgement of Expenditures					<b>R/A</b>	
Obtain PI approval for Acknowledgement of Expenditures	<b>R</b>	<b>S</b>			<b>A</b>	
Prepare/Submit Final Invoice/Financial Report to Sponsor					<b>R/A</b>	
Submit Final Programmatic Report to Sponsor	<b>R/A</b>	<b>S</b>	<b>C</b>			
Discloses Inventions within two months of discovery	<b>R/A</b>	<b>S</b>				<b>I - OoC</b>
Verify Inventions, Patents, etc.	<b>R</b>	<b>I</b>	<b>I</b>			
Prepare Invention Report	<b>A</b>	<b>S</b>	<b>R</b>			
Sign Invention Report	<b>R</b>	<b>I</b>	<b>S</b>			
Submit Invention Report to Sponsor	<b>A</b>	<b>S</b>	<b>R</b>			
Ensure all funds are received					<b>R/A</b>	
Final closeout in OMNI					<b>R/A</b>	

Last revised on 11/9/2021