



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 & UBA	Grants	Accounting	Other
PROPOSAL PREPARATION					
Identifies Funding Opportunity	R/A	S			S- ORD
Informs Department of Intent to Apply	R/A	I			
Informs FSURF of Pending Proposal	A	R	I		S- ORD
Reviews RFA, Meets with PI to discuss/plan	A	R	C		S- ORD
Prepare Proposal in Ramp	R/A	S	C		
Develops Proposal Budget	R/A	S	C		
Reviews Proposal	A	R	C		S- ORD
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 & UBA	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		

Last revised on 4/12/2022