		PI	Dept or College Support Personnel	Dept Head	Dean/Director	Grant Specialist (ORI)	Grant Accountant (Bus Services)	SRS	Other
	Proposal Preparation/Submission (target submission by sponsor's deadline)							•	
1	Review requests for proposals for technical requirements.	0				С		С	
2	Review requests for proposals for institutional eligibility.	С				С		0	
3	Prepares technical proposal.	0	С						
	Reviews proposed project to verify that it is in line with departmental and institutional								
4	mission.			0	0				
-	Develops initial budget draft to accomplish proposed scope of work including cost share as applicable.	0	С					С	
	Reviews budget for appropriate salaries, fringes, tuition, indirects, and escalations	U	C					· ·	
6	including cost share as applicable.	С	С			С		0	
	Requests and documents approval for cost sharing.	С	C	С	С	0			
	Provide final version of proposal to SRS.	0	, and the second			C			
	Finalize proposal package.					C		0	
_	Route proposal for required internal signatures.					<u> </u>		0	
	Address any revisions. Reroute if necessary.	С				С		0	
	Submit final version of proposal to sponsor.	<u> </u>				C		0	
						С		0	A)/D D O
_	Provide authorized official's signature for proposal submission.					C		0	AVP Res - O
	Transfer PA designation to Tarleton for post-award upon submission.								
15	Maintains proposal pending files and repository.  Award Negotiation, Acceptance and Establishment (targeted within 90 days of notice of					С		0	
	award)								
	Review agreement/contract and route signatures to officially accept award on behalf of								OGC-C Contracts-
1	the university.						0		С
2	Establish account in FAMIS based on award documentation.						0		
3	Provide documentation of certifications of approvals to sponsors.	0							Compliance-C
4	Initiate sub-award/agreements.	С					0		
5	Complete risk assessment of sub-award.					0	0		
6	Develop, draft, negotiate, and establish sub-award.						0		
7	Load budget into FAMIS.						0		
	Send sponsored project summary of award letter. (i.e. notice of award), to PI and								
8	appropriate department for support (e.g. business coordinator/manager).					С	О		
	Coordinate meeting with PIs, ORI, Business services, and departmental support to renew								
9	project.	С	С			0	С		Compliance-C
	Managing the Award - NonFinancial								
1	Conduct the sponsored project.	0							
2	Provide overall oversight on all research activities.	0	С	С	С	С			
3	Hire research personnel for the project.	С	0						
4	Assign research personnel for the project.	0							
5	Initiate material transfer agreements.	0	С	С	С				
	Provide oversight on the implementation of university, state, and federal policies and								Empl Srvc-C AVP Res-C Compliance
	regulations.	С	С	С	С	0	С		С
	Review programmatic changes to the project.	0	С			С	С		
8	Review and approve incoming material transfer agreements and submit schedule.	0	С						
1	Prepare outstanding technical reports to sponsor and upload to project in Maestro by sponsor deadline.	0			1	С	С		

## Tarleton State University Sponsored Project Administration Roles and Responsibilities Matrix

10 Initiates request for project changes, if needed.	0	C			С	С	
11 Submits non-financial project changes to sponsor, if needed.	0				С	С	
Managing the Award - Financial							
Verifies that all expenditures are allowable, reasonable, and allocated within the project							
1 budget.	0	С	С	С		С	
Provides oversight of sponsored project administration including the review and							
2 approval of cost transfers and effort reporting.	0	С				С	
3 Initiates and encumbers personnel transactions.	С	0				С	
4 Monitors and captures cost sharing.		0				С	
5 Reviews and reports cost sharing to sponsor.						0	
6 Reviews expenditures in restricted budget categories.	0	С				С	
7 Initiates requests for cost transfers.	0	0				С	
8 Approves requests for cost transfers according to sponsor requirements.	С		С	С		0	
9 Initiates no-cost time extension, if needed.	0	С				С	
10 Reviews, approves, and submits request for no-cost time extensions.	С	С				0	
11 Sub-recipient invoice approval.	0		С	С		С	
12 Prepares and submits all invoices to sponsor.						0	
13 Performs drawdowns (i.e. letters of credit).						0	
14 Monitors invoices and collection of receivables.	С		С	С		0	AVP Res-C
15 Perform follow-up on outstanding receivables.	С		С	С		0	
16 Applies payment to proper fund.						0	Accounting-C
17 Reconciles accounts.						0	Accounting-C
18 Provide information for and prepare financial reports.						0	
19 Review and analyze financial reports to external sponsors.	С					0	
20 Initiates budget transfer requests, if needed.	С	С				0	
21 Submits budget transfer request to sponsor, if needed.	С					0	
Time and Effort Reporting							
1 Certify time and effort reports including approving certifications of other personnel.	0	С					
2 Point of contact to provide information on compliance with effort reporting policy.						0	
Manage time and effort reporting system and maintain certifications of time and effort							
3 reports.						С	TAMU - O
Closing the Award (complete by project end date)							
1 Respond to closeout checklist and confirm award termination.	0					С	
2 Process all expenditures.	0	0				С	
3 Prepares and submits final technical reports to sponsor and uploads to Maestro.	0				С		
4 Prepares and submits financial report and final invoice to sponsor.	С					0	
5 Deactivate fund.						0	
6 File appropriate closeout documentation.	С				С	0	