

Tarleton State University  
Sponsored Project Administration Roles and Responsibilities Matrix

O = Owner C = Contributor

	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	O				C		C	
2	C				C		O	
3	O	C						
4			O	O				
5	O	C					C	
6	C	C			C		O	
7	C	C	C	C	O			
8	O				C			
9					C		O	
10							O	
11	C				C		O	
12							O	
13					C			AVP Res - O
14							O	
15					C		O	
Award Negotiation, Acceptance and Establishment (targeted within 90 days of notice of award)								
1						O		OGC-C Contracts-C
2						O		
3	O							Compliance-C
4	C					O		
5					O	O		
6						O		
7						O		
8					C	O		
9	C	C			O	C		Compliance-C
Managing the Award - NonFinancial								
1	O							
2	O	C	C	C	C			
3	C	O						
4	O							
5	O	C	C	C				
6	C	C	C	C	O	C		Empl Srv-C AVP Res-C Compliance-C
7	O	C			C	C		
8	O	C						
9	O				C	C		

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