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VI. Award Management

Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	Grad School Dean	Gov Relations	Human Resources	RRT	ROC/Grants Admin	Facilities Mgt	Payroll
8. Distribute IV to PI & send to Accounting Services																													
9. Review/confirm charges and reconcile with CCM	P																												
10. Post IV to CUFS						P																							
Financial and Management Reporting																													
1. Provide timely and accurate financial information/reports using the general ledger										P																			
2. Use monthly reports for financial monitoring and identify and resolve errors on the account in a timely manner	P									S																	S		
3. Prepare interim financial reports for submission to sponsor										P																			
4. Review and certify project expenditures reported on interim financial reports	P									P																			
5. Submit interim financial reports to sponsor										P																			
6. Identify use and monitor program income. (Program Income is gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the sponsored award).										P																			
7. Deposit program income										P																			
8. Prepare and send the report of program income to the sponsor										P																			
Scientific/Program Management																													
1. Conduct sponsored project	P	O	O		O																								
2. Complete and submit interim technical reports	P			O					O																				
3. Initiate material transfer agreements	P			I																							P		

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4. Review and approve incoming materials transfer agreements	P	S	S	S												P													
5. Complete progress report for non-competitive renewals	P			O																							P		
6. Provide oversight for all research activity	P	O	O	P	O	O		P	P																				
7. Provide local oversight on implementation of University, state and federal policies and regulations	P	O	O	P	O	P		P	P	P																			
8. Provide local oversight over appointment of individuals to the project	P	O	O	O	O	O																							
9. Initiate programmatic changes to the project	P			I		O		S	P																				
10. Review programmatic changes to the project		P	P	P	P			P	P																				
11. Provide institutional endorsement to sponsor for requests for administrative or programmatic changes initiated by PI				P		P	P	P	P	P																			
Human Resource Management																													
1. Hires or assigns research personnel for project	P			I																				S					
2. Prepares documents for appointment of individuals to project	P			I																				P					
3. Approve appointment of students	P			I																									
4. Approve appointment of researchers		P	P	I	P																								
5. Approve appointment of administrative (non-student and non-researchers) positions	P			I																									
6. Terminate research personnel	P			I																									
Inventions																													
1. Disclose invention information	P																												