

STAFF ROLES AND RESPONSIBILITIES

Updated: April 24, 2019

Research Office Key:

AVPR	Compliance	Research Services/Pre-Award	All RO Units	Wyoming Technology Transfer and Research Products Center (WYTT-RPC)
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Encouraging the pursuit of extramural funding and identifying funding opportunities

	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Provides institutional leadership through ongoing training and advising to assure the University's continuing success in obtaining funding and managing sponsored projects.			X	X
Identifies databases of grant information and makes them available to the University community				X
Works with faculty and staff to match funding opportunities with sponsored projects	X	X		X
Identifies extramural funding opportunities	X			X
Proposal Preparation				
Prepares technical proposal	X			
Assures that the proposed project is appropriate in nature and scope and consistent with the departmental and institutional mission	X			
Assures that the proposed project has qualified personnel and adequate space	X			
Develops an adequate and accurate budget to accomplish the scope of work	X			
Reviews budget to ensure it is adequate and accurate to accomplish scope of work and in compliance with all institutional and sponsoring agency rules and regulations				X
Review proposal documents to ensure that all institutional proposal requirements and sponsoring agency rules and regulations are observed				X
For collaborative proposals or when UW is receiving a subaward act as liaison with lead or other organizations Sponsored Program office				X

	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Follow up with PI on requirements for IRB, IBC, IACUC, Export Controls and other non-financial compliance areas				X
For limited submissions, coordinate selection process for the Vice President for Research and Economic Development				X
Communicate with the Office of Research and Economic Development, Research Services if there is a question regarding the appropriate F&A cost rate, e.g. on-or-off campus rate	X			
Requests and documents approval for cost sharing/matching funds as required	X	X		
Approves and provides documentation to RO for cost sharing/matching	X	X		
Works with Purchasing to develop Small Business/Minority Subcontracting Plans as required	X			X
Submits Small Business/Minority Subcontracting Plan				X
Routes proposal for campus approval, allowing sufficient time for review before submission to meet the sponsor's deadline	X			
Provides general assistance and oversight for sponsored project proposals, including budget review				X
Approves F&A (indirect cost) waivers & reductions				X
Prepares final version of the approved proposal and multiple copies as required by sponsor	X			
Submits all proposals on behalf of the University				X
Identifies change in sponsors' terms and conditions for grant administration and notifies the University community				X
Negotiates material transfer agreements (MTAs), non-disclosure agreements (NDAs) and Intellectual property				X
Negotiates agreements for clinical trials				X
Prepares and negotiates the F&A (indirect cost) proposal and negotiates final rates			X	X
Maintains a proposal database				X
Regulatory Compliance				
Approves project PI status (as delegated)		X		
Prepares and submits protocols for research involving human subjects, research animals and biosafety hazards	X			
Verifies submission of protocols to appropriate committee for research involving human subjects, research animals and biosafety hazards	X			

	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Assures and provides documentation of certifications and representations to sponsor (For approval of research involving human subjects, research animals and biosafety hazards. This occurs following committee approval.)				X
Grant and Contract Awards				
Setting-up the Award Account	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Accepts awards on behalf of the Board of Trustees				X
Negotiates terms and conditions relating to University policies				X
Agrees to all terms and conditions, with emphasis on performance clauses. Includes frequency of technical reports, special professional staff hourly reports, deliverables, termination conditions, etc.	X			
If notification of award is received directly by the PI, inform Office of Research and Economic Development, Research Services and forward award notice and related materials	X			
Approves or denies preliminary spending requests				X
Prepares and sends gift acknowledgement letters as required	X			
Develops and administers agreements			X	X
Prepares Small Business/Minority Subcontracting Reports as required				X
Managing the Award				
Assures appropriateness, reasonableness and allowability of expenditures	X			
Manages expenditures to not exceed available award balance	X			
Provides oversight of sponsored project administration, including cost transfers and Effort Statements		X		
Reviews expenditures in certain restricted budget categories			X	
Reviews and signs Effort Statements as required	X			
Manages the Effort Reporting System			X	
Initiates requests for rebudgeting and cost transfers	X			
Reviews and monitors cost transfers			X	

	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Reviews and processes award modifications/amendments				X
Assess and monitor subrecipients to ensure compliance with terms and conditions of award, including flow-down requirements				X
Work with PI to obtain approvals for equipment purchases, travel, no-cost extensions, etc.			X	X
Manage billing and cash collection activities and perform appropriate follow-up when payments are past due			X	
Prepare interim and final financial reports			X	
Review subrecipients' single audit or other audit documentation on an annual basis and determine if any action should be taken			X	
Work with PIs and/or State/Federal/Property Accounting as necessary to complete invention and/or property reports as requested by sponsors			X	
Approves substantive modifications and rebudgeting				X
Approves payment of subcontractor invoices	X			
Assures timely resolution of overdrafts and revenue shortfalls		X	X	
Draws funds on letters of credit and reconciles accounts as required			X	
Works with Dean or Department Chair on clearing overdrafts and revenue shortfalls			X	
Reporting and Close-out				
Prepares technical reports and provides other deliverables as required	X			
Reviews interim financial reports provided by OSP as required	X			
Documents cost sharing/matching funds as required	X			
Provides final accounting of cost sharing/matching to OSP	X	X		
Prepares and submits to sponsor financial reports and invoices as required			X	
Participates in negotiations when technical reports are incomplete and deliverables are lacking or unacceptable to the sponsor				X
Files appropriate close-out documents			X	

	PI/Chair	Dean/Designee	Admin & Finance/OSP	RO
Maintains award database			X	