

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
13. Initiate request for re-budgeting and provide justification	P		O	S	O				S	S																	S		
14. Review re-budgeting requests and either approve them or return them for issue resolution (if necessary, seek sponsor approval)			S	P	S				P	P																			
15. Receive subcontractor invoice and forward to unit for PI signature				S						P																			
16. Approve that work was done by subcontractor	P																												
17. Maintain documentation of subcontractor work	P																										P		
18. Process payment of subcontractor invoices				S						P																	P		
19. Ensure A-133 reports are received from subcontractees										P																			
20. Review carry forward balances > 25%	P			S						P																	S		
21. Approve or recommend approval of carry forward of unexpended funds per award terms	I			S	S				P																		I		
22. Document cost sharing and/or matching	P			I	S				P	P																	S		
23. Collect cost sharing commitments	P		P	I	P																								
24. Report cost sharing on sponsored awards										P																			
25. Provide institutional oversight related to documenting cost sharing and/or matching										P																			
26. Prepare justification for cost transfers	P			O																							P		
27. Prepare documentation for cost transfers	P			O																							P		
28. Review and process cost transfer requests for compliance with University policy				I						P																			
29. Prepare justification for payroll JV's (journal vouchers)	P																												
30. Prepare documentation for payroll JV's	P																										P		

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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		

