



## I. General Research Administration Activities and Support

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	
7. Implement University policies related to grants and contracts	P	S	S	O	O	P	O	O	O	O	O	O	O	O		O											I	I		
8. Monitor adherence to policies	P	P	P	P	O	O	P	P	P	P	P	P	P	P		P											I	P		
9. Enforce adherence to policies	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P											I	P		
10. Identify issues across all topics for which guidance is necessary	P	P	P	P	P	P		P	P	P	P	P	P	P		I										I	P			

## Training and Education

1. Identify regulatory and/or policy issues for which training and education are required	S	I	I	P	I	P		P	P	P	P	P	P	P		I											I	S		
2. Coordinate training and education related to research and research support activities	I	I	I	P	I	I		P	P	P	P	P	P	P	I	I											I	I		
3. Determine appropriate audience for training and education (role)	I		I	P	I			P	P	P	P	P	P	P	I	I											I	I		
4. Determine appropriate individuals in need of training/education	P			P				P	P	P	P	P	P	P													I	I		
5. Determine appropriate medium/method for training and education	I			P				P	P	P	P	P	P	P													I	I		
6. Schedule and deliver training and education		I	I	P	I			P	P	P	P	P	P	P		P												P		
7. Monitor use of and attendance at training and education		I	I	P	I			P	P	P	P	P	P	P		I												P		
8. Communicate need for and importance of training and education to research community		S	S	P	S	P		P	P	P	P	P	P	P		S										S	I			
9. Prepare content for training and education				P				P	P	P	P	P	P	P		P											I			
10. Identify and prepare instructors ("train the trainer") and determine appropriate complement of subject matter experts for training and education				P				P	P	P	P	P	P	P		P											I			



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2. Establish "business plan" including resource needs and funding sources	P	I	I		I	S	S			S					I	I					I	I							
3. Review and approve plan (initial and annual)		P	P		P	P				P					I	I					I	I							
4. If recharge activity is involved, determine cost structure and develop recharge rates in accordance with A-21 and University policy (Initial and annual rates)	P	S	S		S		O			P					I	I													
5. Review and approve proposed service center recharge rates (initial and annual)	P	S	S		S		O			P											O	O							
6. Notify appropriate central offices, faculty and school administration that service center has been established	P				P																P	P							
7. Invoice users on a timely basis and manage service center accounting	P	O	O		O					P																S			
8. Identify need to close service center and close it	P	P	P		P	P				P											P	P							

## Cost Reimbursement

1. Prepare F&A cost rate proposal					I		O			P																			
2. Review and give input on F&A cost rate proposal						I	O			P								I											
3. Review and approve F&A cost rate proposal							O			P																			
4. Negotiate F&A cost rate proposal with cognizant agency							O			P																			
5. Communicate F&A rate to University personnel				S			O	S	S	P																S			
6. Prepare fringe benefit rate proposal							O			P															P				
7. Review and endorse fringe benefit rate proposal							O			P														P				I	

