Pre Award Roles and Responsibility Matrix

Activity	PI	Co I	ORSP	Chair	Dean	ORI
Identification of funding opportunities						
Identify funding opportunity	x		x			
Provide guidance on funding opportunities (i.e. eligibility)	x		x			
Proposal Development						
Review and understand the sponsor instructions for proposal preparation	x	x	x			
Provide guidance on proposal preparation			x			
Write application documents	x	x				
Identify partners/collaborators	x					
Collect necessary paperwork from partners/collaborators	x		x			
Provide editing and writing assistance, as requested/needed			x			
Arrange quality circle/mock review of proposal, if requested			x			
Start proposal in Kuali	x		x			
Add new sponsors or collaborators to Kuali, as needed			x			
Outline budget needs	x					
Discuss commitments (e.g., course reductions, cost share, etc.)	x	x	x	x	x	
Identify, review and approve any non standard F&A (indirect cost)			x			x
Finalize budget; ensure accuracy	x		x			
Identify non standard approvals necessary for the proposal (facilities, IT, export control, etc.)			x			
Complete and submit Conflict of Interest	x	x				
Complete Proposal Person Certification questions	x	x				
Complete Credit Split assignement in Kuali (allocation and recognition)	x	x				
Answer Questionnaire questions in Kuali	x					
Upload draft application documents and budget into Kuali			x			
Submit proposal for internal review via Kuali			x			
Proposal Review and Approval						
Review and approve proposed commitments	x		x	x	x	
Review and approve proposal and budget	x		x	x	x	
Verify credit split distribution is appropriate				x	x	
Review and approve Conflict of Interest declaration			x			
Review and endorse institutional forms, as needed			x			
Revise proposal as needed, after institutional review & prior to submission	x		x			
Proposal Submission (after full approval in Kuali)						
Submit System to System (S2S) proposals to sponsors			x			
Submit non S2S proposals to sponsors that do not reqire institutional submission	x					
Submit non S2S proposals to sponsors that require institutional submission			x			