

# GRANT/CONTRACT ADMINISTRATION RESPONSIBILITY MATRIX

## DRAFT

ACTIVITY	RESPONSIBILITY		
	Office of Grants Management	PI	RAS
<b>PRE-AWARD</b>			
Determine which sponsor matches funding interest	X	X	
If the sponsor requires application submission via its own electronic submission system, Verify that RAS is authorized to submit via that system. PI/OGM should contact Ras for verification.	X	X	X
Seek funding opportunity		X	
If funding opportunity limits the number of submissions, in accordance with Limited Submission Policy, complete the Limited Submissions Application and forward to RAS to enter an internal competition.	X	X	
Determine who should be on research team		X	
Contact proposed research team to secure their agreement to participate and obtain supporting documents	X	X	
Contact Dean for any special departmental commitments and obtain supporting documentation	X	X	
Contact vendors for quotes	X	X	
Assess research risks (human, animal, biohazard, etc.). PI/OGM should work with Research Compliance to obtain IRB, IACUC, etc. approvals. RAS will review proposal to determine if follow-up with Research Compliance is required.	X	X	X
If institutional approval for study is required, submit documentation and secure approval	X	X	
Contact the RAS office by sending an email to ora@howard.edu to advise of intent to submit proposal.	X	X	
In a timely fashion to allow for receipt of complete and Final Proposal by RAS at least 5 days prior to sponsor deadline, prepare RAS Internal Docusign Application to Seek Off Campus Package and route to Department Chair, Dean, CFO for AA/HS, Provost and RAS	X	X	
If Letter of Intent ( LOI does require budget/proposed amount) is due, send it in a timely fashion. RAS should receive at least 2 business days prior to due date and should be approved by Dean.	X	X	
PI prepares the proposal narrative	X	X	
Prepare budget. PI/OGM should obtain Functional Finance Lead's (Andre/Daryl)approval of budget. Functional Finance Lead must approve budget prior to submission to RAS.	X	X	
If cost sharing is associated with project, complete form via Docusign for internal Cost Share and obtain all necessary signatures. For third party cost share obtain Letters with necessary signatures.	X	X	
If subcontract involved: inform subcontractor of items needed and obtain said items (Cover Letter/Face Page signed by Subcontractors sponsored programs office, Detailed Budget, Budget Justification, copy of F&Arate Agreement)	X	X	
Obtain letters of support/access to facilities, if necessary	X	X	
Submit required materials to RAS for review	X	X	
Obtains necessary External Approvals required by Executive Orders			X
Reviews proposal and budget for compliance with Proposal Guidelines/Funding Announcement, University Policies and procedures, and sponsor policies and procedures.			X
Authorizes the proposal for submission.			X
Submits proposal to electronic systems			X
Submits hard copy proposal submissions	X	X	
After submission, answer sponsor questions that may arise or prepare additional materials requested by sponsor. RAS should serve as Liaison with the sponsor. All responses should be submitted through RAS.	X	X	X
Respond to sponsor requests for additional materials such as Representation and Certifications (Reps and Certs), revised budgets, etc, i.e., Information Transmittals(Info-Trans). All Info-Trans back to sponsor must be routed through RAS.	X	X	X

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ACTIVITY	RESPONSIBILITY		
	Office of Grants Management	PI	RAS
<b>Receive Funding, Notice of Award, Review and Acceptance</b>			
Receive notification of grant or contract award			X
Negotiates award, if necessary			X
Send notification to PI/department and other administrative offices as appropriate			X
Review terms and conditions in award document and inform RAS of terms that need to be negotiated from a departmental perspective. RAS is the authorized official/signer for all award agreements	X	X	X
Compare proposed budget to awarded budget and communicate with PI/OGM as needed.	X	X	X
Route, review, and sign contract and agreements when necessary			X
Approve terms and conditions of the award			X
Accept terms and conditions of the award on behalf of the University			X
Create and maintain award file			X
Create PeopleSoft account and record award information in PeopleSoft for tracking			X
Review and approve cost sharing form			X
Request Advance Account	X	X	
Approve and obtain Advance Account approval and activation			X
Upload budget to general ledger			X
Confirm appropriate accounting for grant award (sponsored v gift)			X
Prepare management deliverables (i.e. # of new awards, etc.)			X
<b>POST-AWARD</b>			
Initiate Position Requisitions for Faculty and Staff on award	X	X	
Initiate Purchase Requisitions for Goods and Services	X	X	
Initiate Purchase Requisitions and provide required documentation for subcontracts/subawardees/consultants	X	X	
Review and approve expenses (i.e. requisitions, position requests, travel reimbursements, etc.) for allowability and allocability			X
Execute subcontract/consulting agreements and modifications			X
Review and approve subcontractor/subawardee expenses	X	X	X
Prepare and submit trainee appointment documents and payments	X	X	
Review and approve trainee stipend and tuition payments			X
Prepare, send out, and if necessary negotiate, subcontracts	X	X	X
Monitor PI's position funding profiles against budget to ensure payroll charges are fully captured. RAS will provide information/tools (GMR, etc.) to assist PI/OGM with monitoring.	X	X	X
Communicate with sponsors to reconcile expense activity, updates to award, etc.			X
Prepare monthly deliverables of award activity (i.e. GMR, budget to actual, etc.)			X
Coordinate issue resolution with sponsors		X	X
Initiate re-budgeting requests	X	X	
Approve re-budgeting requests (obtain sponsor approval if required)			X
Initiate no-cost extensions	X	X	
Approve no-cost extensions (obtain sponsor approval if required)			X
Process award changes			X
Track cost sharing	X	X	X
Ensure complete and accurate documentation for any key personnel changes that arise (including new/old PI signature, Dean's Approval Form, sponsor approval). When changes are made, PI working with OGM must submit request through RAS for Sponsor prior approval.	X	X	X
Monitor and document monitoring of sub recipients on award	X	X	X
Retain documentation to support allocation of expenditures	X	X	X
Reconcile accounts on a regular basis	X	X	X

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ACTIVITY	RESPONSIBILITY		
	Office of Grants Management	PI	RAS
Verify and Confirm award receipt for continuations			X
Identify & report to RAS program income. RAS will manage billing on program income and post to appropriate account codes	X	X	X
Invoice/Bill sponsor or Drawdown funds from sponsor as expended			X
Prepare and submit financial status reports to Sponsor			X
Approval and signoff on final invoice	X	X	X
Manage accounts receivable and cash (handling of checks, etc.)			X
Prepare and submit technical reports	X	X	
Maintain official copies of technical reports	X	X	X
Distribute effort reporting and manage certification processes			X
Ensure Faculty and Staff with Effort on award certifies effort	X	X	
Obtain certifications and notify RAS of any discrepancies	X	X	
Retain/Store certifications and backup documentation			X
<b>CLOSING OF ACCOUNTS</b>			
Identify close-out situations			X
Identify unresolved close-out-related items and communicate to GDO			X
Bring to resolution unresolved close-out-related items and communicate to RAS	X		
Ensure expenditures/cost transfers have been posted to accounts	X	X	X
Prepare consolidated report			X
Resolve issues related to unreconciled accounts			X
Ensure that all financial, technical and invention reports have been submitted to sponsor	X	X	X
Inactivate award account(s) in financial accounting system			X
Close out subcontracts	X	X	X
Maintain official award documents for sponsored projects			X