

UCSD School of Biological Sciences
ROLES AND RESPONSIBILITIES MATRIX

P= primary responsibility **S=** secondary responsibility **A=** advisory responsibility **M=** ongoing monitoring responsibility

Function	Dean's Office	PI	Pre-Award	Post-Award	OCGA	SPF
Pre-Award						
Opportunity identification		P	S			
Proposal development		P	S			
Proposal submission preparation			P		A	
Cost Share approval	P					
New space request approval	P					
PI exception requests	S		P			
Conflict of interest management		P	M		A	
Conflict of effort commitment management		P	M		A	
Budget development		P	P			
Request subaward documents (proposal phase)		A	P			
Proposal review and approval					P	
Contract budget and development		S	P			
Contract review, issuance, negotiation, and approval		A		S	P	
Just-in-Time (JIT)		A	P			
Letters of Support (Institutional, Dean)	S	A	P			
Award acceptance		A	S		P	
Account setup					P	P
Progress reports - technical (RPPR etc.)		P	P	S		
Grant Transfers		P	P		A	
Post-Award						
Subcontract budget and request		S		P		
Subcontract/subaward review, issuance, negotiation, and approval				S	P	
Award rebudgeting		A	S	P		
Determining expenditures allocable to award		P		A		M
Reviewing expenditures for allowability		S		P		M
Cost transfers		A		P		S
Letter of credit draws						P
Sponsor invoicing				S		P
Cost sharing				P		M
Ongoing budget monitoring and reconciliation		P		P		
Account overdrafts		P		A		M
Award cash management / budget monitoring				S		P
Award direct charging (review of allowability)				S		P
Subrecipient monitoring		P		S		P
Effort reporting		P		A	A	
Sponsor financial reporting				S		P
Award accounts receivable (AR) management						P
Award accounts payable (AP) management						P
No cost extension request / management		P	S	P	S	
Auditing		A		A		P
Compliance reporting						P
Financial reconciliation and closeout		A		P		S
Award closeout				P		P
Record retention / storage			S	P		P
Final report (financial)				P		S
Final report (scientific)		P		P	P	