

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 | | | |
| 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 | |