

## Responsibility Matrix

July 8, 2022

Proposal Preparation	Principal Investigator	SOM Office of Research Administration (ORA)	ORS Sponsored Programs	ORS Office of Commercialization	ORS Compliance
Write grant proposals	R				
Identify subcontractors	R				
Secure subcontractor's budget, scope of work, subrecipient information and misc. forms.	R	S			
Develop budget	R	S			
Identify need for and track cost sharing commitment	R	S	S		
Provide expert guidance on proposal preparation		S	R		
Requests for F&A (indirect) exceptions; Approve and / or secure approval	R	S	S		
Ensure that proposal meets sponsor requirements	R	S	S		
Request letters of intent for subawards	R	S	S		
Generate University PeopleSoft Pages for proposals		R	S		
Review final proposal	S		R		
Projects at University Health obtain UH Research Application of Approval	R	S			S

**Legend:** R= Responsible S= Support