

# Responsibility Matrix

July 8, 2022

Project Post Award	Principal Investigator	SOM Office of Research Administration (ORA)	ORS Sponsored Programs	ORS Office of Commercialization	ORS Compliance
		R			
Monitoring grant payroll	S	R			
Add comments/descriptions for transactions on funded and non-funded grants in Peoplesoft		R			
Project effort reporting for Research Progress Reports	S	R			
Certification of bi-annual University effort reports (EVR) and certification of effort for non University employees on grant awards	R	S			
Processed subcontract invoices on grant awards		S	R		
Processed consultant invoices on grant awards	R	R			
Prepare monthly grant expense reports		R			
Contact sponsors regarding all re-budgeting requests, carry-forward requests, special permission requests and guidelines/restriction clarifications	R	S			
NIH and other salary cap monitoring	R	R			
Create and analyze forecasts spending for grant projects	S	R			
Invoice study sponsor for grant awards		S	R		

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