# Campus Shared Services Research Administration Service Menu

## Role of Principle Investigator (PI) / Project Director (PD)

### Pre-Award
- Identify Funding Opportunities to Pursue
- Determine what to include in budget, request cost share if necessary
- Prepare budget justification (RA to add standard and known info)
- Complete Compliance requirements

### Award Management and Closeout
- Conduct research/training/service
- Technical/project progress / Final technical reports
- Review and Approve sub-award invoices and reports
- Continue to follow compliance guidelines

### Post-Award & Fund Management
- Effort certification
- Research
- Using Human and Animal Subjects
- Financial Conflict of Interest in Research
- Research Laboratory Safety
- Research Misconduct
- Research and Security Issues

### Compliance
- Limited Submission - PI self-nominate

### Other Activities
- Limited Submission – Chair nominated unit PI candidate

## Role of Unit (will list who is included in “unit” e.g., Dean, VCR, etc.)

### Pre-Award
- Chair or Delegate - Proposal sign-off in Phoebe
- Fund advance or cost share approval (if necessary)
- Statement of department or institutional commitment
- Identify nominees for limited submissions
- Provide PI eligibility info to RA

### Award Management and Closeout
- Negotiate any needed changes with Sponsor with SPO/IAO (as necessary)
- Approve cost share commitment letter (Chair)
- Approve and process FTERP requests

### Post-Award & Fund Management
- Ensure cost share / effort reporting compliance

### Compliance
- Limited Submission – Chair nominated unit PI candidate

### Other Activities
- Coordinate research gifts
- Cash handling (e.g., depositing of checks, credit card revenue reconciliation, petty cash) For ST 1, 3 – 8, need to determine if this will “live” in RA or B&FS
- Particular to Service Team 2 and Service Team 9: ship and receive goods
- Particular to Service Team 9: maintain/manage stockrooms

## Role of Campus Shared Services (CSS)

### Pre-Award
- Manage proposal development process and timelines including coordinating sub-recipients and collaborating institutions/senior personnel
- Facilitate and prepare non-technical proposal components including submission to SPO/AIO through the Phoebe proposal routing system
- Prepare/edit proposal budgets with the PI/PD
- Assist with documentation of cost share
- Coordinate compliance elements, including CDI and research subjects
- Work with PI/PD to request exceptional PI/PD status from VCRO
- Work with PI/PD to address agency requested revisions
- Submit and coordinate PI/PD initiated fund advance requests for SPO review
- Work with PI to provide additional/revised documents as requested
- Work with PI to complete compliance requirements
- Review and process budget uploads to CGA
- Work with PI/PD to initiate spending and reviewing of terms and conditions of award
- Work with PI/PD to initiate and set up sub-awards
- Verify receipt of start-up, retention and gift funds promised to PI/PD where appropriate

### Award Management and Closeout
- Maintain fiscal oversight and administration including monthly reviews, reconciliations, and standardized reporting and projections to PI/PD
- Meet with the PI/PDs at least quarterly in person to review projections
- Facilitate progress reporting and work with CGA for financial report submissions
- Approve funding for personnel requests, including GSR/GSII approvals/coordinate Summer Salary
- Review expenditures for allowability/allocability including ORG node approvals in Bear Buy
- Monitor personnel effort reporting and process any resulting Personnel Expense Transfers (PETs)
- Manage cost share and prepare and submit cost share reports
- Submit award close-out certification forms in accordance with CGA guidelines and procedures
- Escalate issues/concerns as appropriate

### Post-Award & Fund Management
- Retain records as required for audit and compliance
- Coordinate cost share / effort reporting compliance
- Verify/review all expenditures and cost transfers to ensure accordance with terms and conditions of the awards and University policies and complete required SFA-105 reporting
- Coordinate COI reporting
- Verify human/animal subject protocols are approved and current where appropriate
- Provide responses in accordance with audit requests from SPO/CGA and UCB Audit where appropriate
- Adhere to OMB Circulars
- Particular to Service Team 9: coordinate human subjects protocol development; track expirations (a distinct group offers this optional service for PI)

### Compliance
- Coordinate research gifts
- Cash handling (e.g., depositing of checks, credit card revenue reconciliation, petty cash) For ST 1, 3 – 8, need to determine if this will “live” in RA or B&FS
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### Other Activities
- Coordinate research gifts
- Cash handling (e.g., depositing of checks, credit card revenue reconciliation, petty cash) For ST 1, 3 – 8, need to determine if this will “live” in RA or B&FS
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## Roles of Sponsored Projects Office, Industry Alliances Office, Extramural Funds Accounting, etc. (will list all central units involved)

### Pre-Award
- Proposal review, approval and submission to Sponsor (SPO/AIO)
- Prepare RA letter of commitment form if necessary (SPO/AIO)
- Negotiate terms and conditions with Sponsor (SPO/AIO)
- Enter data into systems; Generate Award Notice (IEFA/SP/AIO)
- PI Status (VCR if necessary)
- Complete agency requested revisions (SPO/AIO)

### Award Management and Closeout
- Negotiate any needed changes with Sponsor (SPO/AIO)
- Provide standard Financial reports to Sponsor (as necessary) (IEFA)
- Provide aged receivables report and funds nearing termination report to RA (FIA)
- Follow-up with PI on Effort certification (IEFA)
- Deficit Clearing and process award closeout (IEFA)

### Compliance
- Research subject protocol approval
- eVerify database approval
- Small business contracting plan
- Post-award financial administration compliance

### Other Activities
- Limited Submission – VCR select UCB PI representative

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