

Campus Shared Services Research Administration Service Menu

PI / PD	Role of Principle Investigator (PI) / Project Director (PD)			
	<p style="text-align: center;">Pre-Award</p> <p>Proposal / Negotiation / Set-up</p> <ul style="list-style-type: none"> 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) Prepare technical section of proposal Approve Proposal in Phoebe Provide additional/revise documents as requested Complete Compliance requirements 	<p style="text-align: center;">Post-Award & Fund Management</p> <p>Award Management and Closeout</p> <ul style="list-style-type: none"> Conduct research/training/service Technical/project progress / Final Technical reports Report review and correction identification (if necessary) Review and Approve sub-award invoices and reports Certify effort Continue to follow compliance guidelines 	<p style="text-align: center;">Compliance</p> <ul style="list-style-type: none"> Effort certification Research Using Human and Animal Subjects Financial Conflict of Interest in Research Research Laboratory Safety Research Misconduct Research and Security Issues 	<p style="text-align: center;">Other Activities</p> <ul style="list-style-type: none"> Limited Submission – PI self-nominate
Unit	Role of Unit (will list who is included in "unit" – e.g., Dean, VCR, etc.)			
	<p style="text-align: center;">Pre-Award</p> <p>Proposal / Negotiation</p> <ul style="list-style-type: none"> 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 	<p style="text-align: center;">Post-Award & Fund Management</p> <p>Award Management and Closeout</p> <ul style="list-style-type: none"> Negotiate any needed changes with Sponsor with SPO/IAO (as necessary) Approve cost share commitment letter (Chair) Approve and process FSREP requests 	<p style="text-align: center;">Compliance</p> <ul style="list-style-type: none"> Ensure cost share / effort reporting compliance 	<p style="text-align: center;">Other Activities</p> <ul style="list-style-type: none"> Limited Submission – Chair nominated unit PI candidate
Campus Shared Services	Role of Campus Shared Services (CSS)			
	<p style="text-align: center;">Pre-Award</p> <p>Proposal and Negotiation Support</p> <ul style="list-style-type: none"> 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/IAO thorough the Phoebe proposal routing system Prepare/edit proposal budgets with the PIs/PDs Assist with documentation of cost share Coordinate compliance elements, including COI and research subjects Work with PIs/PDs to request exceptional PI/PD status from VCRO Work with PIs/PDs to address agency requested revisions Submit and coordinate PI/PD initiated fund advance requests for SPO review Work with PI to provide additional/revise documents as requested Work with PI to complete compliance requirements Review and process budget uploads to CGA Work with PIs/PDs to initiate spending and reviewing of terms and conditions of award Work with PIs/PDs to initiate and set up sub-awards Verify receipt of start-up, retention and gift funds promised to PIs/PDs where appropriate 	<p style="text-align: center;">Post-Award & Fund Management</p> <ul style="list-style-type: none"> Maintain fiscal oversight and administration including monthly reviews, reconciliations, and standardized reporting and projections to PIs/PDs Meet with the PIs/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/GSI approvals/coordinate Summer Salary Review expenditures for allowability/allocability including ORG node approvals in Bear Buy Review personnel effort reporting and process any resulting Personnel Expense Transfers (PETs) Monitor and work with PIs/PDs to obtain approval for sub-awards payments/invoices Sub-recipient monitoring in accordance with regulations Facilitate grant/budget amendments and no-cost extensions thru SPO/IAO 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 	<p style="text-align: center;">Compliance</p> <ul style="list-style-type: none"> 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 SAS-115 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 PIs) 	<p style="text-align: center;">Other Activities</p> <ul style="list-style-type: none"> Coordinate research gifts Cash handling (e.g., depositing of checks, credit card revenue reconciliation, petty cash) <i>For ST 1, 3 – 8, need to determine if this will "live" in RA or B&FS</i> Particular to Service Team 2 and Service Team 9: ship and receive goods Particular to Service Team 9: maintain/manage stockrooms
Central Campus	Roles of Sponsored Projects Office, Industry Alliances Office, Extramural Funds Accounting, etc. (will list all central units involved)			
	<p style="text-align: center;">Pre-Award</p> <p>Proposal / Negotiation</p> <ul style="list-style-type: none"> Proposal review, approval and submission to Sponsor (SPO/IAO) Prepare RA a letter of commitment form if necessary (SPO/IAO) Negotiate terms and conditions with Sponsor (SPO/IAO) Enter data into systems / Generate Award Notice (EFA/SPO/IAO) PI Status (VCR if necessary) Complete agency requested revisions (SPO/IAO) 	<p style="text-align: center;">Post-Award & Fund Management</p> <p>Award Management and Closeout</p> <ul style="list-style-type: none"> Negotiate any needed changes with Sponsor (SPO/IAO) Invoice and collect from Sponsor and Allocate budget in BFS (EFA) Provide standard Financial reports to Sponsor (as necessary) (EFA) Provide aged receivables report and funds nearing termination report to RA (EFA) Follow-up with PI on Effort certification (EFA) Deficit Clearing and process award closeout (EFA) 	<p style="text-align: center;">Compliance</p> <ul style="list-style-type: none"> Research subject protocol approval eVerify database approval Small business contracting plan Post-award financial administration compliance 	<p style="text-align: center;">Other Activities</p> <ul style="list-style-type: none"> Limited Submission – VCR select UCB PI representative