**Office of Research and Grants**

**The Citadel**

**September 2023**

**Responsibility Matrix**

Proposal Development Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Principal Investigator | Director of Grants, The Citadel Foundation | Assistant Provost for Research |
| Communicate funding opportunities and workshops |  | X | X |
| Identify funding opportunities | X | X | X |

Pre-Award Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Principal Investigator | Director of Grants, The Citadel Foundation | Assistant Provost for Research |
| Grant concept pre-approval | X |  | X |
| Understand sponsor’s rules and guidelines | X | X |  |
| Secure institutional resource commitments | X |  |  |
| Prepare budget, including subaward documentation | X | X |  |
| Technical content of proposal | X |  |  |
| Formatting proposal | X |  |  |
| Secure letters of support | X |  |  |
| Review proposal for institutional compliance | X | X | Primary |
| Approve proposal on behalf of institution |  | X | X |
| Prepare and submit all compliance protocols (IRB, IACUC, safety) | X |  |  |
| Create SharePoint folder for document retention |  | X |  |
| Upload/submit proposal to sponsor | X | Primary |  |
| Sponsor decision | X | X |  |

Post-Award Activities – starting the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Principal Investigator | Director of Grants, The Citadel Foundation | Post-Award  Grant Coordinator | Receivables Accountant |
| Negotiate award terms (in consultation with PI) |  | X |  |  |
| Finalize budgets for award (in consultation with PI) |  | X |  |  |
| Submit award letter for authorized institutional signatures |  | X | X | X |
| Understanding award terms and conditions | X |  | X | X |
| Post-award planning meeting | X |  | X |  |
| Establish index and budget in Banner |  |  | X | X |
| Obtain position numbers from Budget Office and submit EPAFs for hiring approval | X |  |  |  |
| Hire personnel | X |  |  |  |

Subcontracting activities

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Principal Investigator | Post-Award  Grant Coordinator | Receivables Accountant |
| Initiate, develop, and execute subcontract | X | X |  |
| Request PO to encumber subcontract | X |  |  |
| Approve subcontract invoices, identify problems | X |  |  |
| Prepare programmatic/scientific reports | X |  |  |
| Monitor budget vs expenses | X | X |  |
| Budget revisions, modifications, and no-cost extensions | X | X | X |
| Maintain compliance protocol approvals and COI disclosure (annually) |  | X |  |
| Close out subcontract | X | X |  |

Project management

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Principal Investigator | Post-Award  Grant Coordinator | Receivables Accountant |
| Maintain satisfactory progress with technical aspects of grant | X |  |  |
| Comply with institutional, state, and federal policies | X | X | X |
| Time and effort reports | X | X |  |
| Manage project funds | X |  |  |
| Maintain documentation in SharePoint as central repository (e.g., annual reports, communication with sponsor, etc.) |  | X |  |
| Purchase grant-related supplies and equipment | X |  |  |
| Provide documentation of cost-share and matching contributions to Grants Accountant | X |  |  |
| Completing and submitting technical reports according to established deadlines | X |  |  |
| Preparation and submission of financial reports (notification to PI) |  | X | X |
| Calculate Indirect Costs chargeable to grant and process journal entries to charge expense and distribute indirect revenue |  |  | X |
| Preparation and submission of invoices (notification to PI) |  |  | X |
| Request modification, change to grant, and contracts (notification to Post-award Coordinator) | X |  |  |
| Process request to sponsor for project modifications, such as no cost extensions and fund carryovers | X | X | X |

Closeout activities

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Principal Investigator | Post-Award  Grant Coordinator | Receivables Accountant |
| Financial reporting/invoicing |  |  | X |
| Programmatic reports | X |  |  |
| FFATA reporting |  | X | X |
| Comply with institutional, state, and federal policies related to reporting and retention of documents | X | X | X |