

**LSU HEALTH NEW ORLEANS RESEARCH ADMINISTRATION
ROLES & RESPONSIBILITIES MATRIX**

	PI	Dept/ Business Manager	Chair/ Dean	Central Administration					
				OIP	Pre-Award OGC	Pre-Award CTO	VCAA	Post-Award SPA	Post-Award CM
Grant Proposal Preparation									
Provide abstract/protocol	X								
Provide biosketches, current & pending forms, etc.	X	X							
Obtain letters of support	X	X							
Provide assistance with formatting/editing		X							
Identify subawardees and request appropriate supporting documentation	X	X							
Develop budget and budget justification	X	X							
Obtain documentation for cost-sharing support, if applicable	X	X							
Prepare requests for F&A waivers, reductions, etc.	X	X							
Prepare proposals in Sponsor's electronic system	X	X							
Initiate proposal routing in LSUHSC electronic system		X							
Proposal Review & Approval									
Review proposal in electronic system		X	X	X*	X			X	
Review budget for compliance with agency and university guidelines					X			X	
Review cost-sharing commitments								X	
Evaluation of F&A waiver, reduction requests								X	
Request changes or additional information to proposal					X			X	
Make changes/revisions to proposal		X							
Provide approval of proposal in electronic routing system	X	X	X		X		X	X	
Provide final institutional approval of proposal in electronic routing system					X				
Proposal Submission									
Submit proposal electronically with authorized official credentials							X		
Submit proposal via Mail, hand-delivery, or email by PI directly to sponsor (<i>only after OGC approval</i>)	X								
Post-Submission, Pre-Award Activities									
Preparation of documents for Just-in-Time	X	X							
Initiate routing of JIT documents in electronic system		X							
Review JIT documents in electronic system		X	X		X			X	
Provide approval of JIT documents in electronic system	X	X	X		X			X	

[illegible]

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				OIP	Pre-Award OGC	Pre-Award CTO	VCAA	Post- Award SPA	Post- Award CM
Ensure all compliance approvals are obtained and up to date	X								
Post-Award Financial Activities									
Audit expenditures								X	
Reconcile ledger								X	
Monitor account balances		X							
Monitor cost sharing, <i>if applicable</i>		X						X	
Prepare and submit invoices		X							
Receive payments from Sponsor								X	
Monitor collection of payments		X						X	
Prepare and submit financial reports								X	
Submit Close-Out requests at end of award		X							
Close-out PeopleSoft account								X	
Issuance of Subawards									
Prepare subaward agreement		X							
Submit draft subaward and all related documents in Contracts Database		X							
Negotiate and execute the subaward									X
Oversee the fiscal and programmatic aspects of the subaward	X								
Review and approve subaward invoices	X	X							
Sub-Recipient Monitoring									

**Condition-based approval*

OIP – Office of Innovation and Partnership

OGC – Office of Grants Compliance

CTO – Clinical Trials Office

VCAA – Vice Chancellor for Academic Affairs

SPA – Sponsored Projects Accounting

CM – Contracts Management