Proposal Submission Assistance

Activities	PI Responsibility	RASO Responsibility
• Organization of proposal packet	• Communicate need for proposal assistance in a timely manner	• Gather and write boiler plate information for proposal (specific to the University, Center, and/or PI)
• New, non competing continuation , supplement, and renewal applications	• Identification of funding opportunity	• Prepare proposal packet for compliance and format
• Proposal budget development	• Develop technical proposal	• Gather and input subcontract required information
• Award notifications and updates	• Provide details on effort and materials required for proposal packet definition	• Submit proposal packets to DSP
	• Review award terms and conditions	• Prepare personnel demographic and applicable documentation
	• Have proposal completed in order to meet the university's five business day deadline	• Assist PI in developing budget, budget justification and including cost share requirements and F&A reduction requests as applicable
		• Request financials guarantee

Sponsored Award Administration and Oversight

Activities	PI Responsibility	RASO Responsibility
• Funding source setup	• Prepare no cost extension justifications	• Submit no cost extension requests to DSP
• Award balance monitoring	• Provide rationale for rebudget requests as necessary	• Monitor burn rates
• Effort reporting	• Provide justification for other sponsor prior approval request	• Generate and review monthly financial reports
• No cost extensions, budget revisions, prior approval, and request	• Review monthly reports for accuracy	• Ensure cost share commitments are fulfilled
• Award closeouts	• Ensure and confirm satisfactory subcontract progress is being made	• Monitor and track all cost share commitments
• Cost share agreements	• Review and approve effort certifications	• Partner with PI's to distribute/track effort reporting and certification
• Burn rate, rate of spend, and forecasting	• Prepare all technical reports required by the sponsor	• Ensure all appropriate expenditures and cost transfers are posted in preparation of closeout
• Routine budget vs. expense reports		

Finance and Accounting Administration of Oversight

Activities	PI Responsibility	RAS Responsibility
• Department purchases and invoices	• Communicate purchase and hire needs to department	• Facilitate personnel changes of status required by the PI and the award
• Invoices and process reimbursements	• Notify RASO of changes in workforce	• Review expenses for allowability; prepare cost transfers if necessary
	• Approve subaward invoices	• Serve as approval delegate on bahalf of PI (if applicable)
		• Complete appropriate vouchers and journal entries to process trasactions (i.g. cost transfers)
		• Initiate and complete changes of status or retro payroll actions

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