



ROLES AND RESPONSIBILITIES IN DEVELOPING AND MANAGING EXTRAMURAL AND SELECTED INTRAMURAL SPONSORED PROJECTS

UWM Office Of Sponsored Programs

March 1, 2021

| 2. Award Negotiation and Acceptance | | | | |
|--|---|------------|--------------|----------------------|
| Task | Responsibility¹ | | | UWM Resources |
| | PI/Division/ Dept.² | OSP | Other | |
| Post-Submission, Pre-Award Response/Revisions | | | | |
| Respond to sponsor's questions regarding scientific/research/program matters | X | | | |
| Respond to sponsor's questions regarding administrative/ contractual matters | | X | | |
| Revise application materials (e.g., proposal narrative, budget, budget justification, scope of work, and other Just-in-Time requested information) as requested for review | X | | | |
| Review and approve all updated/revised application materials prior to submission | | X | | |
| Submit updated/revised application materials to sponsors that require institutional certification or endorsement | | X | | |
| OR After OSP approval, submit updated/revised application materials to the sponsors that <i>do not</i> require institutional endorsement or certification | X | | | |
| Inform appropriate parties, including OSP, if application is withdrawn or not funded | X | | | |
| Send award notice to OSP, if received by PI directly | X | | | |
| Award Negotiation | | | | |
| Negotiate award terms and conditions, if necessary | | X | | |
| Keep PI/Unit/others informed of the status of negotiations in a timely manner | | X | | |
| Obtain PI/Unit/other approvals, as necessary | | X | | |
| Compliance Review (applies to PI and all personnel listed on the Notice of Award) | | | | |
| Confirm Financial Conflict of Interest (FCOI) Training and SFID complete (if applicable) | | X | | |
| Confirm Outside Activities Report is completed | | X | | |
| Confirm Effort Reporting is completed | | X | | |
| Confirm IRB compliance, if applicable | | X | | |

1. Many of the roles and responsibilities within this matrix may be delegated to administrative support staff. Contact your Associate Dean of Research (or equivalent) for additional information on the services available to you within your division. In the absence of administrative support staff, responsibility for these tasks falls to the PI.

2. The term "Division/Dept." includes administrative positions, activities, and/or functions in individual schools/colleges, including Associate Dean of Research, Effort Coordinator, information technology staff, financial management staff, and/or other roles involved in the review and approval of proposals, awards, non-financial agreements, etc. on behalf of the division/department.

2. Award Negotiation and Acceptance

| Task | Responsibility ¹ | | | UWM Resources |
|---|------------------------------------|-----|---------|---------------|
| | PI/Division/ Dept. ² | OSP | Other | |
| Confirm IACUC compliance, if applicable | | X | | |
| Confirm export control involvement, if applicable | | X | | |
| Confirm Intellectual Property disclosures, if applicable | | X | | |
| Verify resolution to any known restrictions (e.g., r/t open research) | | | X (OR*) | |
| Confirm review and assurances of any use of hazardous materials, biological agents, or other substances/agents | | X | | |
| Confirm all necessary approvals and documentation are complete in WISPER | | X | | |
| Verify award documentation for compliance with federal regulations and UWM/UW System policy, including award terms and conditions, budget, indirect costs, etc. | | X | | |
| Confirm that personnel have completed required training as applicable (e.g., RCR) | X | X | | |
| Award Acceptance and Project/Account Setup | | | | |
| Review terms of award | X | X | | |
| PI acknowledges terms of award in WISPER | X | | | |
| Division acknowledges terms of the award in WISPER | X | | | |
| Accept and execute award on behalf of the University | | X | | |
| Confirm all PI, division, regulatory, and compliance-related approvals have been received in WISPER | | X | | |
| Enter all appropriate project data into SFS, including effort commitments, cost-share commitments, Indirect Cost (IDC) splits etc., as applicable | | X | | |
| Establish a project account in SFS for charging expenses | | X | | |
| Request advance account, if applicable | X | | | |
| Approve advance account, if applicable | | X | | |

*OR: Office of Research

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