LSU HEALTH NEW ORLEANS RESEARCH ADMINISTRATION
CONTRACT 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
Research Contracts									
Complete of feasibility questions, site qualification visit	X	X							
Review, negotiate CDA/NDA				X					
Review, negotiate terms and conditions with Sponsor						X			
Request Medicare Coverage Analysis (MCA), *if applicable*						X			
Develop in-house budget						X			
Review and sign-off on in-house budget and MCA	X	X							
Negotiate budget with Sponsor						X			
Provide approval of contract in electronic routing system						X		X	
Execute contract via electronic signature system	X						X		
Award Acceptance and Set Up									
Receive notification of award	X	X						X	
Review terms and conditions of grant awards		X						X	
Accept award on behalf of HSC								X	
Complete the Account Setup Request Form (*grants*)		X							
Complete the Account Setup Request Form (*contracts*)						X			
Establish account in PeopleSoft								X	
Conducting & Managing the Project									
Prepare personnel forms		X							
Initiate purchases related to project		X							
Negotiate and execute purchasing agreements, *if applicable*									X
Oversee the technical progress of the project & prepare technical reports	X								
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, *if applicable*		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							

	PI	Dept/ Business Manager	Chair/ Dean	Central Administration					
				OIP	Pre-Award OGC	Pre-Award CTO	VCAA	Post-Award SPA	Post-Award CM
Close-out PeopleSoft account								X	
Issuance of Subcontracts									
Prepare subcontract agreement		X							
Submit draft subcontract and all related documents in Contracts Database		X							
Negotiate and execute the subcontract									X
Oversee the fiscal and programmatic aspects of the subcontract	X								
Review and approve subcontract invoices	X	X							

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