LSU HEALTH NEW ORLEANS RESEARCH ADMINISTRATION ROLES & RESPONSIBILITIES MATRIX

		Dept/ Business Manager	Chair/ Dean	Central Administration						
	PI			<u>OIP</u>	Pre-Award OGC	Pre-Award <u>CTO</u>	VCAA	Post- Award <mark>SPA</mark>	Post- Award <u>CM</u>	
Grant Proposal Preparation		<u> </u>							•	
Provide abstract/protocol	х									
Provide biosketches, current &	х	x								
pending forms, etc.	~	~								
Obtain letters of support	Х	X								
Provide assistance with		x								
formatting/editing Identify subawardees and										
request appropriate supporting	х	x								
documentation	Х	^								
Develop budget and budget	х	x								
justification	Χ	~								
Obtain documentation for										
cost-sharing support, if	Х	x								
applicable										
Prepare requests for F&A waivers, reductions, etc.	х	x								
Prepare proposals in Sponsor's										
electronic system	х	x								
Initiate proposal routing in		x								
electronic system		^								
Proposal Review & Approval										
Review proposal in electronic	x	x	х	Х*	x		х	x		
system	^	^	^	Λ	^		^	^		
Review budget for compliance										
with agency and university					x			X		
guidelines Review cost-sharing										
commitments					x			x		
Evaluation of F&A waiver,										
reduction requests					x			X		
Request changes or additional					x			х		
information to proposal					^			^		
Make changes/revisions to		x								
proposal										
Provide approval of proposal in electronic routing system	Х	x	х		x		х	x		
Provide final institutional										
approval of proposal in					x					
electronic routing system										
Proposal Submission										
Submit proposal electronically										
with authorized official							х			
credentials										
Submit proposal via Mail,										
hand-delivery, or email by PI	х									
directly to sponsor (<i>only after OGC approval</i>)										
Post-Submission, Pre-Award Act	tivities					<u> </u>		I	1	
		1							1	
Preparation of documents for Just-in-Time	х	x								
Initiate routing of JIT					+					
documents in electronic		x								
system										
Review JIT documents in		x	х		x		х	х		
electronic system		^	~		^		~	^		
Provide approval of JIT	V		v				v	v		
documents in electronic system	х	x	Х		X		Х	х		

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conditions with Sponsor k k Request Medican Coverage x k Develop in-house budget x k Develop in-house budget x k Relevis Matigschold x k Nouse budget and MCA X x Negoliab budget with Sponsor X x Provide approval of contract in electronic with system x x Signature system X x x Award Acceptance and Set Up x x x Receive norms and conditions x x x Accept awards x x x x Accept award on behalf of HSC X x x x Complete the Account Setup x x x x Request Form (contracts) x x x x x Establish account Setup x x x x x Request form (contracts) x x x x x Establish account Setup x x x x x <td></td> <td></td> <td></td> <td></td> <td>^</td> <td></td> <td></td> <td></td> <td></td> <td></td>					^						
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Reports in electronic system A A A Submit Progress Reports to Image: Comparison of the system of the	Reports in electronic system		X								
Submit Progress Reports to	Reports in electronic system	x	x	x		x			x		
Sponsor	Submit Progress Reports to							х			

	PI	Dept/ Business Manager	Chair/ Dean	Central Administration						
				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								Х		
Reconcile ledger								Х		
Monitor account balances		х								
Monitor cost sharing, if applicable		x						X		
Prepare and submit invoices		x								
Receive payments from Sponsor								x		
Monitor collection of payments		x						х		
Prepare and submit financial reports								x		
Submit Close-Out requests at end of award		x								
Close-out PeopleSoft account								х		
Issuance of Subawards										
Prepare subaward agreement		Х								
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	х	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