

Sponsored Programs Responsibility Matrix

Idea Development	Faculty	Develop an idea • Gather preliminary data • Identify the team • Identify a funding source
	Office of Sponsored Programs	Facilitate trainings • Facilitate work groups • Provide internal funding • Build capacity with the institution • Assist faculty with building collaborative partnerships • Provide accountability and encouragement to move forward • Assist with identification of funding sources
Apply for Funding	Faculty	Write proposal • Write budget and justification • Write all other items as indicated by the solicitation • Approve final versions of documents • Approve final proposal prior to submission
	Office of Sponsored Programs	Manage the proposal development timeline • Provide accountability and project management for faculty • Interface with external partners • Ensure budget and justification are error free • Manage Samford boilerplate information • Manage supplemental documents • Manage proposal formatting requirements • Route proposal for approval • Submit proposal
Begin Project	Faculty	Review award documents • Verify budget and scope of work are still correct and feasible • Identify the positions which will need to be hired • Participate in a “hand off” meeting with Office of Sponsored Programs • Prepare to begin project
	Office of Sponsored Programs	Receive and review award documents • Negotiate terms and conditions of award • Verify research compliance • Facilitate full execution of award agreement • Set up award and begin internal processes (i.e. hiring) • Participate in “hand off” meeting
Manage Project	Faculty	Undertake the project as defined in scope of work • Spend funds as proposed or communicate the changes needed • Track use of time • Submit annual progress reports • Manage collaborating investigators
	Office of Sponsored Programs	Monitor expenditures • Assist with seeing prior approval for modifications to scope of work and budget (as needed) • Effort reporting • Assist with no-cost extensions (as needed)
Close Out Project	Faculty	Submit final programmatic reports • Retain all relevant documents for three years • Publish results Present findings at conferences • Consider next steps and follow up questions to be studied
	Office of Sponsored Programs	Reconcile and complete final invoices on funds • Create and submit final financial reports • Retain documents for future audits • Ensure soft money positions end as required • Verify sponsored project inventory with accounting • Close out funds and inactivate in Banner