LSU HEALTH NEW ORLEANS RESEARCH ADMINISTRATION
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
Grant Proposal Preparation									
Provide abstract/protocol	X								
Provide biosketches, current & pending forms, etc.	X	X							
Obtain letters of support	X	X							
Provide assistance with formatting/editing		X							
Identify subawardees and request appropriate supporting documentation	X	X							
Develop budget and budget justification	X	X							
Obtain documentation for cost-sharing support, if applicable	X	X							
Prepare requests for F&A waivers, reductions, etc.	X	X							
Prepare proposals in Sponsor's electronic system	X	X							
Initiate proposal routing in electronic system		X							
Proposal Review & Approval									
Review proposal in electronic system	X	X	X	X*	X		X	X	
Review budget for compliance with agency and university guidelines					X			X	
Review cost-sharing commitments					X			X	
Evaluation of F&A waiver, reduction requests					X			X	
Request changes or additional information to proposal					X			X	
Make changes/revisions to proposal		X							
Provide approval of proposal in electronic routing system	X	X	X		X		X	X	
Provide final institutional approval of proposal in electronic routing system					X				
Proposal Submission									
Submit proposal electronically with authorized official credentials							X		
Submit proposal via Mail, hand-delivery, or email by PI directly to sponsor (*only after OGC approval*)	X								
Post-Submission, Pre-Award Activities									
Preparation of documents for Just-in-Time	X	X							
Initiate routing of JIT documents in electronic system		X							
Review JIT documents in electronic system		X	X		X		X	X	
Provide approval of JIT documents in electronic system	X	X	X		X		X	X	

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Submit JIT documents electronically with authorized official credentials							X		
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
Initiate prior approvals for project changes (i.e., PI, scope, rebudget)	X	X							
Initiate routing of prior approval requests in electronic system		X							
Review and approve prior approval requests in electronic system	X	X	X		X		X	X	
Submit prior approval requests to the Sponsor							X		
Oversee the technical progress of the project & prepare technical reports	X								
Initiate Progress Reports to Sponsor	X	X							
Initiate routing of Progress Reports in electronic system		X							
Review and approve Progress Reports in electronic system	X	X	X		X			X	
Submit Progress Reports to Sponsor							X		

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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							
Close-out PeopleSoft account								X	
Issuance of Subawards									
Prepare subaward agreement		X							
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	X	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