

Roles/Responsibilities for Sponsored Project Management

Summary

Office of Sponsored Programs provided instruction for calculation of Facilities and Administrative Rate (Indirect Cost) for external grant applications.

Purpose

To provide guidance on the calculation of Facilities and Administrative Rate (Indirect Cost) for external grant applications.

Policy

| Roles and Responsibility Matrix | Principal Investigator | Dean | Sponsored Programs |
|--|-------------------------------|-------------|---------------------------|
| Funding Identification | X | X | X |
| Review of Sponsor's Guidelines | X | X | X |
| Proposal Development | X | X | |
| Budget Development | X | X | |
| Grant Submission Material Review | X | X | X |
| Contract Submission Material Review | X | X | X |
| Contract Review | X | X | X |
| Institutional Signatory | X | X | X |
| Report Personnel Effort | X | X | |
| Monitor and Track Effort Reporting | X | X | X |
| Liaison with Sponsor | | | X |
| Closeout | X | X | X |

**Related
USG Policy**

N/A

**Last
Update**

9/2/2014

**Responsible
Authority**

| | | | |
|--|---|---|---|
| Programmatic Reports to Sponsor | X | X | |
| Financial Reports to Sponsor | | | X |
| Requests | X | | |
| Review and Approval | X | X | X |
| Establishment | | | X |
| Responsible for Compliance | X | X | X |
| Develop and Negotiate Federal F&A Rate | | | X |

Office of Sponsored Programs