

OFFICE OF SPONSORED PROGRAMS DUTIES AND RESPONSIBILITIES

PRE-AWARD

Principal Investigator Liaison Proposal Facilitation RFP Reviews Budget Development Budget Review Proposal Review Institutional Compliance (IRB, ACC, etc...)	Award Negotiation Modifications (All budget submissions to Sponsor) Confidentiality Agreements Material Transfer Agreements Intellectual Property Preservation Initial Cost Share Review and Authorization
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PROCESSORS

Proposal Copying Proposal Mailing Proposal Entry Proposal File Management Notification Copies to Institutional Compliance	Award Entry Project Authorization Notifications Award File Establishment Modification Processing (Collegiate Square I)
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POST-AWARD

Banner Event Establishment Subcontract Processing Billing Accounts Receivable Mgmt (60, 90, and 120 Day) Award Maintenance A-21 Compliance Internal Budget Revisions No-Cost Time Extensions	Cost Transfers Cost Share Monitoring Outstanding Technical Report Management Financial Reports Equipment Reporting Fund Freeze Administration Closeouts
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FINANCE

Cash Handling Project Authorization Notification (Col Sq II) PAN Distribution (All) Foundation Account Mgmt (as of 3/1 - excludes Pratt) Various Account Management Departmental Accounts Reconciliation Encumbrances Fund Termination	Letter of Credit Personnel Activity Reports A-133 Compliance Compliance Reports Creation and Distribution Bad Debt Processing and Management Audit Assistance Records Management Modification Processing (Collegiate Square II)
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ADMINISTRATION

Audit Liaison Workload Distribution Policy and Procedures Management Facility Security Management University and Departmental Administrative Liaison Personnel Leave Reports	Personnel Management Financial Reporting (Annual Report) Special Report Facilitation Web Administration OSP Newsletter OSP Forms Administration
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