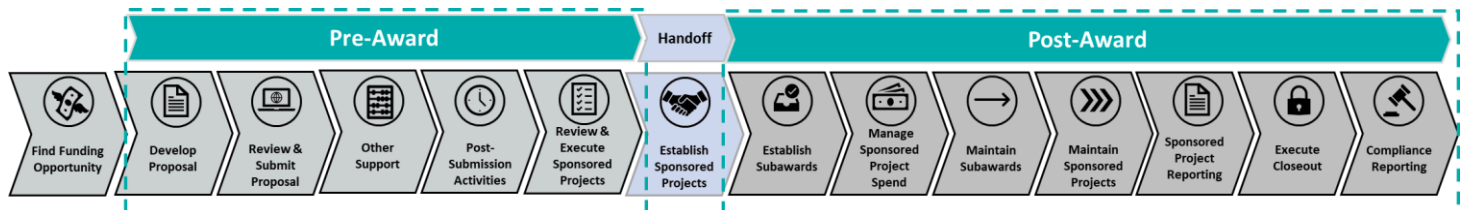


## Sponsored Project Lifecycle Overview

The purpose of this document is to identify the responsibilities specific to Investigators throughout the sponsored project lifecycle, across Pre- and Post-Award. It also provides details on what Collaboratives Grants Services (CGS) Staff will assist with in each stage.



## Sponsored Project Lifecycle Guidance for Responsibilities

### Find Funding and Develop Proposal

#### Investigator Responsibilities:

- Notify your Collaborative Pre-Award Grant Specialist of intent to submit pre-proposal, Letter of Intent, or full proposal using the initiation form
- Prepare proposal budget with your Collaborative Pre-Award Grant Specialist, providing information to them such as individuals on the project, efforts, subrecipients, equipment, lab expenses, etc. to ensure budget is moving ahead
- Develop specific aims, research plan, regulatory compliance plan aligned with sponsor guidelines, for proposal
- Ensure institutional compliance submissions, such as your Financial Conflict of Interest disclosures are up to date

#### CGS Responsibilities:

- Provide checklist and timeline of sponsor requirements to Investigator
- Support administrative components of proposal development
- Obtain any required approvals from college leadership
- Develop and refine proposal budgets with Investigator's feedback
- Complete institutional information on sponsor forms and upload to sponsor system
- Create IAF

### Review and Submit Proposal

#### Investigator Responsibilities:

- Complete approvals in IAF and facilitate routing
- Make any necessary revisions to proposal from edits provided by your Collaborative Pre-Award Grant Specialist
- Review final proposal and approve submission

#### CGS Responsibilities:

- Monitor IAF progress
- Provide final proposal to OSPA for submission
- Coordinate final submission



## Current and Pending Support or Other Support

### Investigator Responsibilities:

- If needed, initiate, and submit Other Support via the OSPA Other Support Portal.

### CGS Responsibilities:

- Aid in the collection and review of other support documentation



## Post-Submission Activities

### Investigator Responsibilities:

- Notify and provide your Collaborative Pre-Award Specialist of any post-submission materials to be submitted
- If needed, provide compliance approvals requested

### CGS Responsibilities:

- Review and submit post-submission documents



## Review, Execute, and Establish Award

### Investigator Responsibilities:

- Review award documents and PADR with your Collaborative Pre-Award Specialist
- Attend award kickoff meeting to kick off your project
- Work with Collaboratives Post-Award Grant Specialist to revise the budget or adjust spending plans as needed

### CGS Responsibilities:

- Submit any revised information requested
- Review award data and validate terms
- Coordinate award kickoff meeting
- Initiate spending plans as directed by Investigator



## Establish Subawards

### Investigator Responsibilities:

- Review statement of work (SOW) and budget information for subrecipients with your Collaborative Post-Award Grant Specialist
- Review and submit the online sub agreement request form. Your Collaboratives Post-Award Grant Specialist will prepare this based on your discussions and route it for your review and sign off.

### CGS Responsibilities:

- Compile and upload subaward information in the online sub agreement request form and route forward for Investigator review and approval



## Manage Sponsored Project Spend

### Investigator Responsibilities:

- Monitor expenses
- Attend monthly review meeting
- Identify any incorrect or questionable expenses during the monthly reconciliation review
- Review and approve cost transfer in SAP for expenditures identified
- Monitor any cost share commitments made to ensure they will be met as required by sponsor

### CGS Responsibilities:

- Coordinate monthly review meeting
- Send out regular forecasting reports to assist Investigator with monitoring and review of expenses
- Prepare, submit, and track payroll and non-payroll cost transfer requests
- Manage encumbrances

## → Maintain Subawards

### **Investigator Responsibilities:**

- Monitor subrecipient performance and approve subrecipient invoices for payment.
- Escalate issues to Collaboratives Post-Award Grant Specialist in a timely manner

### CGS Responsibilities:

- Review Subrecipient invoices for dates, expense categories, signatures, etc.
- Work with Investigator and subrecipient to resolve any invoice delays
- Monitor invoice reviews and approvals

## »» Maintain Sponsored Projects

### **Investigator Responsibilities:**

- Notify your Collaborative Post-Award Grant Specialist of project changes and provide any documentation requested to maintain compliance (e.g., missing receipts, confirmation of purchase dates, no change in scope confirmation, etc.)
- Provide sponsor-required documentation for prior approvals to your Collaborative Post-Award Grant Specialist for review/routing through OSPA

### CGS Responsibilities:

- Coordinate preparation and submission of any sponsor prior approval documentation, or other requested information to the appropriate central office
- Monitor progress to ensure requests are received, reviewed, and submitted

## Sponsored Project Reporting

### **Investigator Responsibilities:**

- Review financial position with you Collaborative Post-Award Specialist and college staff monthly
- Prepare and submit sponsor-required progress reports, including RPPRs

### CGS Responsibilities:

- Review and reconcile expenditures monthly with Investigator against receivables
- Aid in preparation and submission of progress reports

## Closeout Activities

### **Investigator Responsibilities:**

- Submit non-financial reports to sponsor
- Ensure Subrecipients have completed and submitted final invoice and reporting requirements
- Notify Collaborative Post-Award Specialist when requirements are met for invoicing (Milestone based agreements)

### CGS Responsibilities:

- Perform final review and reconciliation
- Submit non-financial reports to OSPA for submission per sponsor requirements
- Ensure all encumbrances clear and the account closes out



## Compliance Reporting

### Investigator Responsibilities:

- Communicate leave of absence, sabbatical, or any other relevant changes in key personnel on active projects or pending awards to college leadership and your Collaboratives Grant Specialists.

### CGS Responsibilities:

- Track submission and approval of payroll with Investigators
- Disseminate LOA information, as needed