III. Proposal Review, Approval & Processing

Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	Grad School Dean	Gov Relations	Human Resources	RRT	ROC/Grants Admin	Facilities Mgt	Payroll
1. Review and approve request for modifications or renovations to EXISTING space	I	P	P		P										I						O	O						I	
2. Review and approve request for additional space (NEW)	I	P	P		P										I						O	O						I	
3. Evaluate requests for F&A rate reductions or waivers				P		P		P																					
4. Approve F&A rate reduction and waiver (if necessary)				S		P		S																					
5. Request departmental fund to be used for matching funds		P	P	P																									
6. Approve department funds to be used for matching funds		P	P	I																									
7. Request Dean's and/or VPR funds to be used for matching funds	P	I	I	P	I	I																							
8. Approve Dean's funds to be used for matching funds and/or seek funds from VPR to be used for matching funds				I	P																								
9. Approve VPR funds to be used for matching funds						P																							
10. Confirm matching funds and cost sharing have been documented and approved				P				P																					
11. Review and conduct initial quality assurance on total proposal (e.g. budget, justifications, forms) and sub-contracts	P	P	P	P	P	O		P																			P		
12. Review and accept proposals with multiple schools/research centers	P	P	P	P	P	O		P																			I		
13. Review proposals to ensure committed resources are appropriate and available (e.g. facilities and equipment, background IP, animals/human and safety	P	S	S	P	S	O		P			P	P	P	P		I											P		

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14. Ensure proposals comply with the policies and procedures of the sponsor	P	S	S	P	S	O		P																			P		
15. Review proposals to ensure they are consistent with University policies	P	S	S	P	S	O		P																			P		
16. Review proposals to ensure they are consistent with University mission	P	S	S	P	S	O		P																			P		
17. Approve technical proposal	P	P	P	P	S			O																			P		
18. Approve proposals prior to submission to OSP		P	P	P	P			O																			P		
19. Log proposal into OSP database								P																					
20. Review and confirm (with respect to assurance) budget items are in accordance with A-21 and cost accounting standards	P			P				P		I																	P		
21. Determine appropriateness of grantor	P	P	P	P	P	O		P																			I		
22. Check final application for completeness	P			P				P																					
23. Sign as Institutional Official on behalf of the University assuring institutional oversight						P		S																					
24. Mail/submit proposal to sponsor	P			S					P																				