

POST-AWARD GUIDE TO ROLES AND RESPONSIBILITIES FOR EXTERNALLY SPONSORED PROJECTS

	OSP	PI	Academic Chair	ORPE
Labor				
Personnel - Initiate hiring of faculty and students to charge to sponsored project				X
Payroll Certification - Review PI and project personnel effort reports and certify effort charged to sponsored project		X		X
Cost Share - Track cost sharing expenditures with appropriate activity codes	X	X	X	X
Direct Expenses				
Student Financial Aid Stipends and Tuition Waivers				X
Bi-monthly Reconciliation - Review expenditures and provide oversight and financial management				X
Travel - Arrange conference travel for PIs (and other project personnel)		X	X	
Supplies - Purchase software, laboratory supplies, etc. Contact ORPE to determine whether an expense is allowable.			X	
Consultants - Set up payment with Purchasing				X
Petty Cash, if applicable				X
Equipment - Purchase equipment > \$5K. Contact ORPE to determine whether an expense is allowable.			X	
Tuition & Fees - Arrange for students to receive tuition grants or waivers to their accounts.				X
Graduate Health Insurance - Notify the Provost Office of eligible students.				X
Subcontracts - Monitor and oversee subrecipients as outlined on the project.	X			
Reconciliation - Verify all charges are accurate and appropriate and identify expected charges that have not yet occurred.				X
Progress and Technical Reports - Required annually as part of the non-competing continuation award process.	X	X		
Rebudget - Review award terms to see if request will need to be made to the sponsor.	X	X		X
Indirects - PIs receive a percent of the recovered F&A charged to their project.		X	X	