

	PI	DOM RA	OSP	RGC	OTHER/Dept	NOTES
General						
Provide Authorized Organizational Signatures on requested documents			x			Items for signature route through DOM RA
Pre-Award						
Identify Funding Opportunities	x					
Notify DOM RA (via intake form) of proposal submissions at least 3 weeks prior to the deadline; longer for proposals with subrecipients and/or cost share	x					
Maintain Biosketches	x				x	PIs may request their admin assistants to help with this.
Provide checklist of proposal requirements, as well as any applicable sponsor guidelines and templates available		x				
Provide the Subrecipients a proposal checklist of requirements, as well as any applicable sponsor guidelines and templates available		x				
Ensure Subrecipient documents are received on time and in the proper formats		x				
Provide all required documents requested for submission	x					
Generate Facilities for proposal	x				x	PIs may request their admin assistants to help with this. There is also a template on the ORSP website.
Provide budget details for budget draft	x					
Draft official budget, verify base salaries used and appointment types		x				
Determine if costs meet Cost Accounting Standards (CAS)	x	x				
Draft budget justification based on final internal budget		x				Draft is provided based on final budget and areas are highlighted for the PI to fill in.
Complete scope/project specific entries on prepared budget justification	x					
Format/Compliance Review (font size, margins, all documents required, etc.)	x	x	x			PI should provide files in compliant formats, DOM RA will review before sending to OSP for final review and approval.
Apply minor formatting edits to non-technical documents (facilities, budget, justification, biosketches, etc.) - (when provided in Word Docs by the deadline requested)	x	x			x	PIs may request their admin assistants to help with this.
Apply minor formatting edits to non-technical documents (facilities, budget, justification, biosketches, etc.) - (when provided in PDF)	x				x	PIs may request their admin assistants to help with this.
Apply requested edits to the research strategy/technical files	x					
Disclose compliance elements (human subjects; animal use; biohazards, etc.)	x					
Disclose any IP	x					
Complete eDisclose	x				x	Any key personnel
Determine type of application (research, instruction, etc.), which drives F&A rate.	x				x	Occasionally may require OSP to weigh in. DOM RA can provide guidance documents.
Notify Pre-Award Admin of changes in project title, period of performance, or compliance items since initial intake form completion	x					
Review all EPEX responses during proposal routing and notify Pre-Award Admin if any changes are made or need to be made	x					
Review all Cayuse form responses during proposal routing and notify Pre-Award Admin if any changes need to be made.	x					
Final approval to submit	x		x			
Proposal Submission		x	x			Electronic systems are submitted through OSP; Email submissions are submitted through DOM RA after obtaining OSP approval.

Just-in-Time and other administrative tasks prior to award execution (ex: budget revisions, etc.)	x	x	x			Significant collaboration of all three groups.
Submit for and obtain compliance protocols (IRB, IACUC, Biosafety, etc.) and send to DOM RA for documentation.	x				x	Collaboration of PI and study team.
Ensure compliance protocols (IRB, IACUC, Biosafety, etc.) are documented when processing new awards.		x				
Prepare progress reports (RPPRs, etc.)	x					
Request Other Support files timely that are necessary for RPPR (as early as feasible, no less than 2 weeks prior to the due date)		x				DOM OS files will go to DOM OS Coordinator, External RAS and Subrecipient Other Support files need to be directed appropriately by the Pre-Award admin.
Review progress report in full, including confirming OS and All Personnel person months match.		x				
Respond to Sponsor Inquiries	x	x	x			Significant collaboration of all three groups.
Disclose private consulting for services performed outside of the PI's Emory appointment.	x					PI must report through eDisclose
Process Material Transfer Agreements (MTAs), Non Disclosure Agreements (NDAs), Data Use Agreements (DUAs) that are NOT related to a sponsored project	x				x	PI should submit directly to OTT via Emory contractConnect.
MTAs, NDAs, or DUAs that are connected to a pending or active sponsored project	x		x			PI should forward to the OSP Contracts team for review and signature.
Post-Award						
Notify DOM RA of incoming awards	x		x		x	Award receipt may be the first notification
Obtain compliance protocols (IRB, IACUC, Biosafety, etc.)	x					
Negotiate and Execute Awards			x			OSP coordinates this effort with DOM RA (represents PIs)
Initiate award triggered eDisclose report and approval to proceed			x			
Review executed awards and Compass budget for accuracy		x				
Notify PI and DA of received eNOAs, award terms, and speedtypes.		x				
Ensure compliance protocols (IRB, IACUC, Biosafety, etc.) are documented when processing amendments.		x				
Request revised subrecipient documents, as applicable, to initiate subagreements from prime award.		x				
Execute subrecipient agreements			x			
Complete financial transactions to allocate effort of project personnel as budgeted on awarded budget		x			x	DAs should make all EDCs within two business days or DOM RA can complete if timely update is not made (EU only, DOM RA cannot update TEC effort distributions).
Determine and monitor overall faculty effort across all projects.	x				x	
Notify DOM RA of changes in effort from what was awarded.	x				x	
Monitor effort and expenditures	x	x			x	Bi-monthly expenditure reviews are sent by post-award RAs.
Certify effort on sponsored projects	x					
Provide details for post-award budget revisions or carryover	x					
Draft official budget, verify base salaries used and appointment types for revised budgets/carryover requests/NCE budgets		x				
Determine if costs meet Cost Accounting Standards (CAS)	x	x				
Draft budget justification based on final internal budget for any budget revisions or NCE budgets required at post-award stage		x				
Complete scope/project specific entries on prepared budget justification	x					PI reviews for technical piece, DOM RA reviews for period, dollar amount, allowable expenses, etc.
Review Subrecipient Invoices	x	x				

