

LSU Research Administration – Roles and Responsibilities Matrix

Date Updated 2-1-19

Roles and Responsibilities

				Pre Award OSP	Post Award SPA
Identifying Funding Opportunities					
Search for opportunities/identify collaborators	X	X			X
Provide guidance on opportunities to PI		X	X	X	X
Limited Submissions	X	X		X	X
Proposal Preparation					
Provide technical narrative	X				
Provide biosketches current & pending forms, etc.	X	X			X
Obtain letters of support	X	X			X
Provide assistance with editing, formatting, graphics etc.		X			X
Review RFP and provide general guidance on submission		X		X	X
Identify subawardees and request appropriate supporting documentation	X	X			X
Develop budget and budget justification	X	X			X
Complete representations and certifications	X	X		X	
Identify need for mandatory	X	X	X	ORED	
Prepare proposals in sponsor's electronic system (LOGAN, Grants.gov/NIH Assist)	X	X			
Provide guidance/training on proposal preparation		X		X	X
Assist with large, inter2 reed1371lo Tf .2261 0 TD (proposal)Tj /TT7 1 Tf r8 1 Tf .2261 06TD 4proposals					

	PI	Dept./College Administrator	Chair/Dean	Central Administrator		ORED/ORAL
				Pre Award OSP	Post Award SPA	
For Expanded Review (if selected by PI), review for completeness and adherence to sponsor guidelines				X		
Proposal Submission						
Proposals required to be submitted electronically with authorized official credentials (Grants.gov Fast Lane, etc.)				X		
Proposals required to be mailed, hand delivered, or emailed by PI directly to the sponsor (only after OSP approval)	X	X				
Regulatory Compliance Requirements						
Complete compliance forms (IRB, JACU, etc.)	X					
Confirm all applicable compliance approvals have been received				X		
Tentative Accounts						
Request tentative account		X	X			
Consider appropriateness of tentative account		X	X	X		
Approve and escalate tentative account requests			X	X	X	
Establish and monitor tentative account						X
Update FDM tool translation						X
Award Acceptance (e.g. grant, purchase order, contract, etc.) and Set Up						
Receive sponsor notification of an award	X			X		
Review terms and conditions (including programmatic terms) and route to OSP with applicable comments/concerns	X	X				
Negotiate terms and conditions with sponsor				X		
Confirm compliance requirements (IRB, JACU, etc.) have been met	X	X		X		
Ensure cost sharing is approved (if applicable)	X	X	X	X		
Approve terms and conditions	X			X		
Accept award on behalf of university and obtain a fully executed copy				X		
Establish Grant in Workday (if tentative Grant is not established) (Separate grants for Cost Sharing, SubK Participate Support, Tasks)						X
Establish Award in Workday (PI and the Award Analyst is notified through WD notification)						X
Establish						

	PI	Dept./College Administrator	Chair/Dean	Central Administrator		ORED/ORAL
				Pre Award OSP	Post Award SPA	

Audit Expenditures and monitor grant balances

X

Reconciled ledger detail to billable transactions

X

Monitor Cost