

Category	Principal Investigator (PI)	Department/College Research Administrator	Office of Sponsored Programs (OSP)	Associate Dean for Research
<b>PRE-AWARD ACTIVITIES (Proposal Services)</b>				
Review RFP and/or sponsor guidelines	Primary	X	X	
Provide guidance and understanding of RFP and sponsor guidelines			Primary	
Provide guidance on interpretation of agencies' standard forms			Primary	
Prepare budget and budget justification	X	Primary		
Prepare technical content of the proposal	Primary			
Prepare proposal documents for submission - format & upload	Primary	X	X	
Coordinate subrecipient and/or consultant required documents	X	Primary	X	
Upload proposal to FAU's proposal submission system (Novelution)	X	Primary		
Upload proposal to sponsor submission portal (ASSIST, Research.gov, Workspace, etc.)	Primary	X		
Confirm PI and institutional eligibility	X	X	Primary	
Confirm FAU's mandatory effort requirement	X	X	Primary	
Review proposal for completeness, institutional assurance, solicitation requirements and ensure FAU rules are followed	X	X	Primary	X
Review proposal for institutional assurance, solicitation requirements and ensure completeness of proposal	X	X	Primary	X
Approve proposal on behalf of institution			Primary	
Provide FAU authorizing official signature on proposal			Primary	
Submit proposal to sponsor electronically through sponsor submission portal			Primary	
Submit proposal to sponsor via email	Primary		X	
Complete mandatory online COI training through CITI	Primary			
Prepare and submit all compliance protocols (IRB, IACUC, safety)	Primary			
Prepare "just in time" information to sponsor	Primary	X	X	
Submit "just in time" information to sponsor	X		Primary	
Provide training related to proposal submission; sponsor specific requirements; sponsor submission portals and Sponsored Programs electronic proposal routing system			Primary	
<b>POST-AWARD NON-FINANCIAL ACTIVITIES (Award Services)</b>				
Provide guidance on understanding award terms and conditions			Primary	
Confirm and finalize awarded budget to process the post award documents	X	X	Primary	
Verify all compliance requirements are met prior to award set-up	X	X	Primary	
Prepare post-award documents for account set-up			Primary	
Initiate to OSP a request for modification, change to grant/contract	Primary	X		
Request budget revisions, modifications, no-cost extensions from sponsor	X		Primary	
Conduct annual compliance review of active awards			Primary	
Prepare post-award actions (NCE, PI change, etc.)			Primary	
Maintain compliance protocol approvals and FCOI disclosure	Primary		X	
Review and approve Sponsored Research Exemptions (SRE)			Primary	
Prepare programmatic/scientific progress, annual and final reports	Primary			
Prepare quarterly, annual and final technical reports to submit to sponsor	Primary			
Submit quarterly, annual and final technical reports that require an authorizing official's signature to sponsor.			Primary	
Submit quarterly, annual and final technical reports that <b>do not</b> require an authorizing official's signature to sponsor.	Primary			
<b>CONTRACT/SUBAWARD ACTIVITIES (Contract Services)</b>				
Review and redline contracts, purchase orders and award terms and conditions.			Primary	
Liaison with general counsel on contract review			Primary	
Negotiate/accept contracts, purchase orders and award terms and conditions			Primary	
Officially accept contract on behalf of Florida Atlantic University (Authorized official for FAU)			Primary	
Facilitate the review and completion of Subaward Applications			Primary	
Conduct risk assessment of subrecipient			Primary	
Verify subrecipient is not debarred or suspended			Primary	
Verify compliance, if applicable to subaward			Primary	
Complete the Subaward PI verification form	Primary			
Review the Subaward PI verification form for completeness			Primary	
Develop, negotiate and execute subaward and subaward amendments			Primary	