# POST-AWARD RESPONSIBILITY MATRIX

## Primary Investigator
- Complete Programmatic Reporting
- Give signature authorization on ledger (approves spending that is in line with the awarded budget)
- Conduct/oversee activities
- Complete COI/PHS FCOI yearly and ensure every member of the research team does the same
- Adhere to appropriate UT policies & federal, state or local regulations
- Conduct subaward monitoring and approval of subaward invoices
- Handle Personnel-related tasks: advertising, hiring, supervising, monitoring leave balances, effort, etc.
- Complete Effort certification
- Maintain appropriate research compliance (IRB, IACUC, Citi Training, etc.)
- Ensure charges are posted in a timely manner and are reasonable, necessary, allowable, allocable, consistently treated
- If expenditures do not align with the budget, notify ORSP to see if a budget revision request is needed
- Ensure prior approval for revisions and other charges is obtained when necessary
- Work with Administrative Department and Accounting Services on financial close out

## Award Administrative Department
- Make sure charges are submitted in a timely manner
- Reconcile ledgers monthly and obtain signatures of PI & Dept. Head
- Create transfer vouchers and send to Accounting Services for processing
- Make sure procurement card is reconciled to correct accounts
- Effort certification processed in IRIS for faculty and staff paid on grant when applicable
- Ensure accurate payroll entry and reconciliation
- Assist with closeout requirements for the department and work with PI and Accounting Services on closeout issues
- **Department Head**: Review ledgers monthly, approve pay changes, receive regular updates from PI on financial status, verify effort certification

## Accounting Services
- Set up restricted account
- Conduct financial training for PI/Admin Dept.
- Invoice funder
- Assist UTK Sponsored Project Accounting to draw down funds for federal awards
- Review Budget Revisions with ORSP and entry of Budget Revisions into IRIS
- Complete financial reporting for fed & state awards
- Review financial reporting for non-gov’t funders
- Assist with financial close out

## ORSP
- Conduct Award/Contract negotiations (subs, MOUs, NDAs, etc.)
- Assist in securing NCTE – No Cost Time Extensions
- Assist with Budget Revisions and any needed approvals
- Educating PI on any unusual policies or regulations

## Office of Research Integrity
- Ensure compliance with the following:
  - IRB
  - IACUC
  - Research Misconduct
  - Export Control
  - Responsible Conduct of Research policies
  - Conflict of Interest policies

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