

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