

**RESPONSIBILITIES FOR EXTERNALLY FUNDED SPONSORED PROJECTS**

	Responsibility	
	Principal Investigator	GAFM Coordinator
<b>AWARD SET-UP</b>		
Assign index and fund numbers for sponsored awards		X
Post budget to Banner Financial System		X
<b>AWARD MANAGEMENT</b>		
Oversight of fiscal and administrative compliances issues relative to fiscal and administrative management of funded projects		X
Monitor expenditure activity on sponsored research projects to ensure compliance with agency specific requirements, federal regulations, and University policies and procedures		X
Manage expenditures to not exceed available award balance	X	
Proper care, maintenance, and disposition of all equipment purchased with grant/contract funds	X	
Authorization of all project expenditures, assuring that these expenditures are both reasonable and necessary for the project's conduct and allowable under the terms of the award	X	
Initiation/Requests of all forms and paperwork associated with personnel actions, including hiring documents, certification of time worked, evaluation of performance according to University procedures	X	
Selection and hiring of consultants for the project. This is to be done in accordance with state of Florida requirements and in a manner to assure that no conflict of interest occurs in any situation.	X	
Verification of the accuracy of the project's accounting inputs through a system of ongoing monitoring of monthly ledgers and verification of goods and services received on behalf of the project	X	
Monitor and oversee subrecipients	X	
Proper care, maintenance and disposition of all equipment purchased with grant/contract funds	X	
Approval of travel by all project personnel (except their own) and others traveling on behalf of the project. This approval verifies that the travel is necessary for the project's conduct and is in accordance with the funding agency award. Additionally, the PI is responsible for securing other approvals as necessary; e.g., a department chair's approval for faculty traveling during the period of an academic teaching assignment. Please note that all travel is to be approved by ORSP prior to being submitted to the Travel Office.	X	
Initiate student financial aid stipends and tuition waivers		X
Assisting PIs with procurement, travel, and personnel processing		X
Approval of re-budgeting and cost transfer requests		X
Oversight of effort reporting and cost sharing activities		X
Assisting departments with accounting issues		X
Assure timely resolution of overexpenditures and revenue shortfalls including transfer of overexpenditures to nonsponsored funds		X
<b>SPONSOR INVOICING AND CASH MANAGEMENT</b>		
Submission of cash drawdown for federal awards		X
Preparation and submission of invoices to sponsors based on expenditures posted to the Banner Financial System		X
Provide additional backup documentation for sponsor invoices as required by the terms of the agreement		X
Ensure proper application of sponsor payments		X
Monitor and pursue the collections of overdue payments due from sponsor		X
<b>REPORTING</b>		
Preparation and submission of financial status reports to sponsors		X
Provide additional backup documentation or explanation as needed for expenditures prior to financial report submission		X
Preparation and submission of all required program reports to the funding entity, including final reports or other deliverables. Reports may be submitted through ORSP or sent directly to sponsor with a copy or verification of submission provided to the ORSP for the official permanent file.	X	
Provide invention reports and disclosures	X	
<b>AWARD CLOSEOUT</b>		
Preparation and submission of financial and closeout reports or documents as required		X
Preparation and submission of technical closeout reports or deliverables as required	X	
Ensuring all appropriate documentation has been submitted and is in the award file		X