

COSSPP Research PI Training

Outline of responsibilities

Pre-award:

I work with the PI to create a budget and submit documents to Pre-Award (currently Johanna Withers at SRA or Julie Coiro at the Research Foundation).

Award set-up stage:

SRA or RF requests award setup.

I handle budget and effort requests in RAMP, **PI handles misc items on the Award form in RAMP** (with assistance from me as needed).

Department level post-award staff will handle Post-award team setup PDF.

All budgets and documents are contained in RAMP for continued review.

I also remain available to answer questions directed from Departmental Post-award staff.

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Spending stage:

PI communicates with Post-award departmental staff regarding any needed HR appointments, subaward processing, other expenditure spending.

Ideas regarding re-budgeting need to be communicated to your department staff.

I can verify re-budgets are done correctly if necessary.

PI periodically reviews expenses to ensure they are being spent as intended.

Post-award departmental staff confirms with reconciliations.

SRA & RF Post-award staff (currently Jane Terrell and Julie Coiro):

Communicates with you (as the responsible party) and department staff for items concerning billing to the sponsor. **Final signature and authority remains with the PI.**

SRA Subcontract Staff:

Communicates with you and department staff regarding any documents turned in for subcontract spending.