

University of Montana

Roles and Responsibilities for Grants, Contracts, and Cooperative Agreements

Activity		Responsibility			
		Principal Investigator	Department	College	ORSP
Pre-Award Activities					
1.	Identify funding opportunities	●			●
2.	Understanding of solicitation guidelines	●	●		○
3.	Development of the proposal budget	●	●		
4.	Technical proposal content	●			
5.	Prepare proposals for submission	●	●		
6.	Review proposal to ensure institutional rules are followed		○	●	
7.	Review proposal for assurances, accuracy, compliance		○		●
8.	Approve on behalf of institution (via e-Prop)				●
9.	Proposal submission (electronic or paper)	○	○		●
10.	Proposal record retention		○		●
11.	Review award terms and conditions	○			●
12.	Negotiate / accept award	○			●
Post-Award Activities					
13.	Set up award in Banner				●
14.	Assure regulatory compliance (IRB, IACUC, etc.)	●			○
15.	Process personnel documents	○		○	
16.	Process expenditure documents	○			
17.	Initiate, execute, and close completed subcontract	○			●
18.	Preview and approve subcontract invoices	●			
19.	Prepare programmatic / scientific progress reports	●			
20.	Monitor expenses, reconcile monthly statements	●			
21.	Initiate and process cost transfer	●	●		
22.	Review and approve cost transfer			○	●
23.	Submission of financial status reports and invoices	○			●
24.	Initiate request for modifications	●	○		●
25.	Submit modification to sponsor after ORSP approval	●			●
26.	Financial reporting / invoicing	○	○		●
27.	Programmatic report submission	●			
28.	Institutional close-out				●

● Primary ○ Secondary