

# Pre-Award

## Roles & Responsibilities

Detailed Roles and Responsibilities	PI / PD	OSP Coordinator
<b>Proposal Preparation</b>		
Provides guidance and resources for proposal development.		x
Serves as point of contact with sponsors for all technical aspects of the proposal.	x	
Serves as point of contact with sponsors for all administrative aspects of the proposal.		x
Reviews FOA and all applicable sponsor and program guidelines. (Primary responsibility lies with PI/PD.)	x	x
Discusses arrangements and timeline for submission of materials for review by OSP.	x	x
Reviews sponsoring agency program guidelines and FOA, and informs PI/PD of any potential concerns.		x
<b>Proposal Development</b>		
Prepares the technical proposal, budget, and related materials.	x	
When requested by the PI/PD, reviews draft proposals and provides editorial guidance/peer review.		x
Assists PI/PD where appropriate with obtaining available institutional data, as required by sponsor.		x
<b>Budget Development</b>		
Discusses any cost sharing/matching and institutional contributions prior to budget development. PI must secure internal approvals prior to budget development.	x	x
Obtains approval from Department Chair for course buyout/release requests prior to budget development; PI to initiate discussion.	x	
Acts as a resource for budget preparation (e.g., salary figures, fringe benefit rates, indirect cost rates, appropriate categorization of budget items.)		x
Reviews and confirms accuracy and appropriateness of budget and justification prior to securing PTF approvals, consulting with departments and/or colleges, as needed.		x
Determines responsible party for proposal submission, and either submits or coordinates with PI as required by the sponsoring agency.		x
Maintain online sponsor agency user accounts.		x
Provide or obtain institutional certification letters as required by the sponsor.		x
Provides, coordinates preparation of, or review HWS letters of Institutional Commitment for collaborative projects and subawards, as needed.	x	x

When UTRGV will be a subrecipient on a proposal, work with the OSP to complete the requested subaward proposal and related materials to be submitted by OSP to lead institution.	<b>x</b>	<b>x</b>
For collaborative proposals or when UTRGV is receiving a subaward, act as liaison with lead or other institutions' Sponsored Programs Offices.	<b>x</b>	<b>x</b>
Complete and submit the PTF. Obtain institutional approvals via OPRA. (Provost requires 2 days for review.) Approvals should be obtained a minimum of 2 working days prior to submission deadline.	<b>x</b>	<b>x</b>
Post-submission requests for additional materials.	<b>x</b>	<b>x</b>
PI/PD required training (Research Compliances, T&E, etc.)	<b>x</b>	
Post-submission/Post-award sponsor requirements as a condition of award	<b>x</b>	