

POST-AWARD	Role Responsible					Supervisor/Dean
	PI	GST	GC	BS	DLESP	
Act as institutional liaison with Sponsor on behalf MSUN and PI			x		x	
If notification of award is received directly by PI, inform GC and BS (award notice, budget with detail, source [ALN if federal], fiscal and project/technical reporting schedule)	x					
Review, negotiate and accept the terms and conditions of the award, in consultation with other offices as needed	x			x	x	
Confirm that all required approvals and ethical compliances (i.e., use of human subjects, animals, biosafety) have been obtained and satisfied prior to setting up of grant account	x		x		x	
Notify PI and GC of program creation and account number				x		
Train PI's on post-award activities, responsibilities, and sponsor/MSUN expectations for oversight of the project		x	x			
Provide PI with information and support regarding financial management of the project			x	x		
Track and communicate deadlines for post-award activities and responsibilities			x			
Conduct and manage the research/program according to the scope and objectives of the proposal and MSUN requirements	x					
Manage personnel working on project	x					
Monitor grant budget and authorize all expenditures, except own salary	x					x
Confirm allowability of project expenses			x	x		
Prepare and process invoices and drawdowns for receipt of funds				x		
If programmatic, technical or budgetary modification to project is anticipated, contact OSP to determine whether sponsor approval is required	x					
Review and approve requests for budget modifications prior to submission to sponsor	x		x			
Notify Business Services of approved budget modifications	x					
Conduct periodic monitoring of financial status of project accounts		x				
Monitor subrecipients' technical performance to ensure scope of work is being followed and timetable is adhered to. Consult with OSP regarding options if satisfactory progress is not being made	x					
Assess and monitor subrecipients to ensure compliance with terms and conditions of award, including flow-down requirements and audit documentation	x		x	x		
Prepare and submit technical and progress reports as required by sponsor	x					
Coordinate with PI regarding technical and fiscal reporting on subawards under MSUN prime awards			x	x		
Coordinate the preparation and submission of financial reports to Federal and State agencies, as required	x			x		
Distribute and collect effort certification from MSUN personnel	x			x		
Ensure that effort certification reports for all applicable grant personnel have been completed	x			x		
Track own effort (PI) and maintain documentation	x					
Complete and submit interim, progress, final and any additional technical reports, as required by Sponsor.	x					
If reporting is comprehensive (fiscal and technical), confirm with Business Office that fiscal information to be submitted with the report is accurate	x					
Submit any additional or special PI reports as required by sponsor	x					
Communicate with sponsor concerning project modifications, carryover spending, and other issues that require explicit sponsor approval (e.g., personnel changes, travel, key activity modifications)	x					
Prepare and issue third party agreements under MSUN prime awards (e.g., subawards, consulting agreements, MTAs, NDAs and any modifications, amendments and increments)	x		x			
Ensure completion of program closeout according to sponsor requirements. Resolve any issues, confirm that all financial, technical, invention and other required reports have been submitted to sponsor prior to closing the program account	x		x			
Retain all post-award documentation in a manner consistent with sponsor and MSUN record retention policy	x		x	x		
At project termination, inactivate award in financial accounting system				x		
<b>Role</b>	<b>Acronym</b>					
Principal Investigator	PI					
Grant Support Team	GST					
Grants Coordinator	GC					
Business Services	BS					
Authorized Organizational Representative	AOR					
Dean of Learning Excellence and Sponsored Programs	DLESP					