

Pre-Award Roles and Responsibility Matrix

Activity	PI	Co-I	ORSP	Chair	Dean	ORI
Identification of funding opportunities						
Identify funding opportunity	x		x			
Provide guidance on funding opportunities (i.e. eligibility)	x		x			
Proposal Development						
Review and understand the sponsor instructions for proposal preparation	x	x	x			
Provide guidance on proposal preparation			x			
Write application documents	x	x				
Identify partners/collaborators	x					
Collect necessary paperwork from partners/collaborators	x		x			
Provide editing and writing assistance, as requested/needed			x			
Arrange quality circle/mock review of proposal, if requested			x			
Start proposal in Kualu	x		x			
Add new sponsors or collaborators to Kualu, as needed			x			
Outline budget needs	x					
Discuss commitments (e.g., course reductions, cost share, etc.)	x	x	x	x	x	
Identify, review and approve any non-standard F&A (indirect cost)			x			x
Finalize budget; ensure accuracy	x		x			
Identify non-standard approvals necessary for the proposal (facilities, IT, export control, etc.)			x			
Complete and submit Conflict of Interest	x	x				
Complete Proposal Person Certification questions	x	x				
Complete Credit Split assignment in Kualu (allocation and recognition)	x	x				
Answer Questionnaire questions in Kualu	x					
Upload draft application documents and budget into Kualu			x			
Submit proposal for internal review via Kualu			x			
Proposal Review and Approval						
Review and approve proposed commitments	x		x	x	x	
Review and approve proposal and budget	x		x	x	x	
Verify credit split distribution is appropriate				x	x	
Review and approve Conflict of Interest declaration			x			
Review and endorse institutional forms, as needed			x			
Revise proposal as needed, after institutional review & prior to submission	x		x			
Proposal Submission (after full approval in Kualu)						
Submit System-to-System (S2S) proposals to sponsors			x			
Submit non S2S proposals to sponsors that do not require institutional submission	x					
Submit non S2S proposals to sponsors that require institutional submission			x			