Roles & Responsibilities

Unit Director

Pre Award

- Assure the proposal work fits the department's mission
- Verify PI eligibility/availability
- Verify resources and facilities
- Approve proposal by signing the Extension Routing Form and Office of Sponsored Programs Application or Foundation Application

Post Award

- Process effort certifications:
  - Be sure effort commitments are met for all unit grant funded personnel
Roles & Responsibilities

Unit Financial/Unit HR Representative

Pre Award

➢ Provide salaries, fringe, and F&A rates as requested by PI

➢ Assist in verifying budget for mathematical errors and assist in matching budget to budget narratives

➢ Assist in preparation of Extension Routing Form and OSP Sponsored Research Application or Foundation Application

➢ Sign Extension Routing Form to verify the above has been completed

Post Award

➢ Process expenditures on grants (current expense, travel, p-card, etc.)

➢ Provide monthly Oracle YTD summary reports and detail, or as requested, to PIs

➢ Notify PI of any budget issues on active or expiring grants and respond to any inquiries on grant expenses to Sponsored Accounting with a “cc” to Jessie Momen

➢ Assure salary and current expenses are charged correctly to avoid labor distributions and IU’s

➢ Assist PI with requests for no cost extensions (template available), and forward to Jessie Momen

➢ Prepare any hourly payroll documents to hire non sal grant employees
Roles & Responsibilities

Principal Investigator

Pre Award

- Identify funding opportunities, matching program needs
- Consult with Roger on opportunities identified by him and others
- Read thoroughly the RFA/RFP to allow for timely submission
- Draft letters of intent for the submission of grants, if required by agency
- Upon approval of program unit director, develop and prepare proposal including:
  - Preparation of the WVU Extension Routing Form and securing signatures working with unit financial/HR personnel
  - Preparation of the Office of Sponsored Programs Application form or Foundation Application form and securing signatures, working with financial unit/HR personnel
  - Completion of all forms required by the sponsoring agency (including Current &Pending, Conflict of Interest, Key Person Data, Assurances, Budget and Budget Narrative, Letters of Support, and additional attachments required by the agency). PI's will provide forms in WORD format to F&B
  - Confirm budget items such as salaries, fringes, F&A with unit financial/HR personnel
  - Conform to the agency’s requirements as stated in the RFA. These include items which vary depending on the specific agency. Format, budget, percentages, allowable indirect costs, cost sharing requirements, reporting requirements, letters of support, human subject’s protocol, no cost extensions and related timeframes, and other requirements as described in the RFA
  - Secure letters of commitment for any third party cost share

- Review and accept terms and conditions
- If funding has been verbally approved, but pending final documentation, begin the verbal agreement (pre-green sheet) process and forward to
Pam Riffle, (an e-mail from the agency stating approval of the funding must be included)

**Post Award**

- 90 days prior to expiration of the award, determine if a cost/no cost extension is necessary by accessing grant balance and expenditures, be sure to verify if this is allowable by the agency
- Manage the administration of the award
- Verify monthly departmental account statements and P card reports; report any errors to financial unit personnel
- Maintain documentation and track any third party cost share to fulfill award agreement
- Complete any reports/final reports as required by the granting agency
- Certify appropriate effort commitments
- Complete CRIS reports as required by the appropriate federal funding agency and send to F&B for electronic submission to USDA/CRIS
Roles & Responsibilities

F&B

Pre Award

- Provide oversight for proposals – act as the resource with PI, OSP and Sponsored Accounting Staff
- Evaluate and advise in interpretation of RFA/RFP, budget design, line items, and proper format of budget narrative
- Some templates will be available for budget and budget narrative(some on web site)
- Review accuracy of the budget and budget narrative
- Assure all sponsor requirements have been satisfied and appropriate format and documentation is provided in the proposal including the verification of regulatory compliance protocols
- Confirm total cost-sharing/matching requirements in RFP/RFA are met (HR will confirm individual personnel cost share)
- Verify that all support units have signed the Extension Routing Form (Communication, Technology, Development and Human Resources)
- Prepare all on line electronic submission packages/applications, F&B will maintain all specific software necessary for electronic submissions, (grants.gov, e-grants, grant management systems, etc.)
- Convert files to pdf format and upload documents into the electronic package and burn the CD for submission to OSP
- Act as a liaison between Sponsored Programs and PIs. Will work with PIs to make any necessary corrections or changes to the proposal. Will be responsible for completing all changes to the electronic package
- Correspond with OSP until final submission is finalized
Post Award

- Once a grant is awarded, verify that all line items are properly set up in OGM in Oracle
- Oversee financial management of awards
- Administer and implement a time-line and checklist for PIs to develop a calendar of deadlines for no costs, reporting due dates, and other issues related to the award process
- Maintain a database for pending and active awards, pending, and no cost extensions
- Input updated balances on a monthly basis into F&B grant database for active grants
- Develop a database to have common forms available and prefilled with consistent information, (grant forms, PI’s CVs, etc.)
- Administer and review requests for no cost extensions and verbal approvals prior to submission to OSP
- Run monthly grant summary reports to review any over expended current expense and/or unencumbered payroll, alert appropriate F&B and/or Extension Human Resource personnel
- Develop reports on grant related information including pivot tables for types of grants based on agency type, incentives ratios, F&A information, pending and active grants, etc.
- Maintain official file of pending grant proposals, awards, reports, and correspondences
- Serve as CRIS (Current Research Information System) administrator for reporting of research projects and coordinate with PIs progress and accomplishment reports. Approves and submits data electronically to USDA/CRIS
- Maintain spreadsheet on F&A breakdown and transfers to appropriate accounts based on Extension policy
- Review requests for no cost extensions and verbal approvals prior to submission to OSP
Roles & Responsibilities

Extension HR

Pre Award

- Verify payroll information included in grant
- Confirm employees being paid on grant or cost shared are eligible based on current and future funding
- If there are new positions, work with Kim or Linda to create job descriptions
- Sign routing slip for HR approval
- Provide non-sal hourly salary rates and GA rates and update when appropriate

Post Award

- Set up funding information in Oracle for salaries
- Monitor payroll expenditures to ensure they match approved grant budget
- Process LD’s as needed when grant green sheet received after start date
- Process non-sal hire forms
- Determine PI eligibility for incentive. Provide appropriate forms (if eligible and requested)
- Verify calculations for incentive payments and process necessary payroll forms
- Maintain records of incentive payments
- Send effort reports received from central to appropriate employees, and return to Waterfront when signed