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- New Initiatives
- Export Control
- Proposal Development
- Internal Funding
- Undergraduate Research
- NDAs, MOUs
- Research related government and system registrations, annual reports
- Joint Appointment Liaison for Nat 'l Labs

**PROPOSAL PREPARATION  
AND SUBMISSIONS**

- Review RFP's for grant submissions (Federal, and non-Federal, all sponsors)
- Work with PI's on proposal preparation (PI starts first page of routing sheet)
- Review and submit grant proposals
- Develop budgets, current, and other regulatory documents
- Obtain required documentation from subrecipients

**AWARD ACCEPTANCE,  
CONTRACT NEGOTIATION**

- Review, negotiate and accept (sign) awards
- Issue subcontracts
- Issue Industry agreements
- Issue consulting agreements
- Process modifications (e.g no-cost extensions, statements of work, etc.)
- Budget revisions approval (start at RAS)
- Start closeout process, working with other office
- Financial Conflict of Interest (FCOI)

- Conduct routine quality control reviews
- Set up and manage monthly reports
- Forecast award expenses
- Coordinate time and effort report
- Receive budget revision requests (coordinate with SRP)
- Provide education for researchers in grant management
- Coordinate with department personnel to ensure timely and accurate processing of grant expenditure paperwork

- Responsible Conduct of Research (RCR)
- Compliance training (CITI) for faculty, staff and students.
- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC) (recombinant DNA)
- Radiation Safety Committee

- Invention Disclosure
- Patent filing and prosecution, management
- Invention marketing and licensee acquisition
- License negotiations and royalty sharing distribution management
- Material Transfer Agreements (MTA's)
- Federal compliance reporting

- Federal and non-federal regulatory financial compliance
- Award set up in the financial systems
- Financial reports to sponsors
- Billing, cash management and collections
- Subrecipient monitoring and risk assessment
- Approval of grant transactions
- Month-end processing
- Federal and non-Federal audits
- NSF and other surveys
- Desk reviews
- Financial Closeouts
- Indirect cost proposal negotiations

*The closeout process includes all offices.*