

UNCP Sponsored Projects Matrix

Proposal Preparation and Submission Responsibility	PI/ Dept	Dean/ Director	Admin.
Reviews Requests for Proposals (RFP) for technical requirements and provides Sponsored Programs with all draft documents, including budget, at least 7 full business days prior to the sponsor's deadline.	PI		
Reviews RFP for institutional compliance and sponsor rules			SP
Reviews application materials submitted by PI for readability, compliance with sponsor guidelines & UNCP policies, consistency, etc. and provides suggestions and feedback for proposal to PI			SP
Facilitates internal approvals by building a Cayuse file, reviewing inputted information for compliance and routing for appropriate signatures			SP
Completes all necessary disclosures, certifications, and needed information into Cayuse prior to sponsor deadline	PI		
Prepares technical proposal, containing scope of work, and completes the application package with no more edits needed (except for meeting compliance requirements) and delivers it to OSRP no less than 3 full business days prior to sponsor deadline	PI		
Assures proposed project is appropriate & in line with departmental and institutional mission, and assures proposed project has qualified personnel and adequate space and resources	PI	Dean/ Dir	
Approves additional personnel and space needed for project beyond that provided by sponsor	Dept.	Dean/ Dir	
Develops initial budget draft to accomplish proposed scope of work; provides documentation for cost sharing and shares with OSRP at least 7 full business days prior to the sponsor's deadline	PI		
Reviews budget for appropriate salaries, fringe benefits, student support, Facilities & Administrative (F&A) costs, and multi-year escalations; reviews and approves cost sharing, and effort allocation	Dept.	Dean/ Dir	SP
Meets and communicates as needed to facilitate successful submission	PI		SP
Provides authorized signatures for UNCP			SP
Submits proposal through appropriate channels to the sponsor			SP
Negotiates sponsored research agreements, material transfer, confidentiality agreements, and intellectual property			SP
Acts as the official University repository for sponsored project documents			SP