

**Roles and Responsibilities for Staff
Involved in Proposal Submission at IPFW
July 1, 2008**

The successful submission of a proposal involves the cooperation and interaction of numerous University Staff. It is critical that staff keep one another informed and involved in proposal processing. Roles and responsibilities may vary from department to department.

It is imperative that ORES be notified as soon as a proposal is begun in a department and/or by the relevant business manager.

**** Signature of the Principal Investigator/Project Director indicates approval of the final prepared proposal package****

Role of Principal Investigator/Project Director:

- 1) Notifies appropriate business manager and ORES of intent to submit proposal. This should be done as soon as the PI/PD becomes aware of the opportunity, or a minimum of two weeks prior to application deadline.
- 2) Becomes familiar with program announcement and requirements.
- 3) Works with appropriate business manager/comptroller staff or ORES staff to complete proposal worksheet needed for budget preparation.
- 4) Prepares narrative portion and/or technical portion of the proposal. Prepares other required agency forms, with assistance from ORES staff or business manager when necessary.
- 5) Works with ORES to secure any cost share commitments.
- 6) Sign and initial Coeus Proposal Submission Form and secures signatures of chair and dean.
- 7) Makes any changes to non-budget documents as needed.
- 8) Provides final signed, original copy, including all required sponsor forms, to ORES.

Role of Business Manager/Comptroller Staff

- 1) Works with PI/PD to develop budget and create new Proposal Development record in Coeus.
- 2) May complete and submit SPS proposal notification form via the SPS website. Notifies ORES of the proposal activity.
- 3) Consults and works with other business managers/comptroller staff/ORES staff, if required by the proposed activity.
- 4) Assures that Coeus and sponsor budgets are in sync. Verify that budget justification is properly prepared and in sync with Coeus and sponsor budgets.
- 5) Review proposal text for references to budget related items and assures those items are appropriate and accurate.
- 6) Prepare cost-sharing form (SPS #32), if cost-share is to be committed from relevant department/school/college.
- 7) Completes all required sections of Coeus Proposal Development data, runs Coeus validation check, assures accuracy of budget for final submission.
- 8) Generates hard copy of required Coeus forms to accompany original hard copy of complete proposal, and gives to PI/PD.

Role of Department Head

- 1) Reviews proposal for potential conflict with departmental requirements.
- 2) Assures that proposed work is scientifically valid and within department/school/college/university mission.
- 3) Reviews budget and where requested, approves release time.
- 4) Reviews and approves cost-sharing commitments, if required.
- 5) Signs Coeus Proposal Submission Form to indicate approval of proposal for transmission to sponsor.

Role of Dean

- 1) Reviews and approves school/college cost-sharing commitment.
- 2) Reviews space commitment, if requested/required.
- 3) Signs Coeus Proposal Submission Form to indicate approval of proposal for transmission to sponsor.

Role of ORES

- 1) Provide pre-award support for sponsor information, proposal, budget, and Coeus development.
- 2) Provide proposal submission support for NSF Fastlane, NIH, grants.gov and other sponsor-specific proposal submittal requirement.
- 3) Assures compliance with University and sponsor guidelines.
- 4) Consults and works with other business managers/comptroller staff/ if required by the proposed activity.
- 5) Prepares cost share form if committed is from ORES, Chancellor, or Vice Chancellor budget(s).
- 6) Provides final approval for transmission of proposal to SPS.
- 7) Sends hard copy of proposal and Coeus budget to SPS, providing full copies to relevant parties (Comptroller's office, PI/PD, ORES).

Existing award, incremental funding, renewals, continuations, voluntary support, etc:

Refer to "Coeus Implementation at IPFW" document.