

Fort Lewis College

Sponsored Research Ofa

Locate funding opportunity	P	S	
Read and interpret proposal guidelines	P	S	
Obtain and understand sponsor instruction for proposal preparation	P	S	S
Identify cost sharing in proposal and obtain cost share approval	P	S	
Identify and indicate approvals needed for proposal	S	P	
Provide guidance to PI on proposal preparation	P	P	S
Develop technical narrative, Bio Sketches, Current and Pending	P	S	S
Develop administrative sections of proposal	S	P	S
Ensure required effort is available, is awarded	P	S	
Identify subcontractors/collaborators	P		
Request and collect necessary subcontractor budget, statement of work (SOW.)			

Set up indirect cost budget and charging in accounting system(s)

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Periodically review and audit indirect cost charges on active grants

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Set up award including assign award individual org and setup project budget in accounting system(s)

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Subcontracting Out (including Subawards)



Generate purchase orders in purchasing system, as needed	P			S	P
Monitor project spend rate	P	S		S	
Initiate re-budgeting where sponsor authorization is required (for change of scope, additional subcontractor and IDC may be affected)	P	P		S	
Prepare revised budget	P	P		S	
Review and submit new budget to sponsor, as needed	P	P			
Prepare payroll forms	P	S		P	
Approve payroll forms		P			
Cost sharing – post and track	P	S		S	
Ensure fulfillment of cost sharing commitments	P	S		S	
Monitor award expenditures for reasonableness, allowable and allocable throughout the Period of Performance	P	S		P	
Ensure proper documentation exists and is retained to support expenditures	P	S		P	P
Identify changes to approved budget that require sponsor approval	P	P		S	
Review deviations in expenditures	P	S		S	
Reconcile accounts on a monthly basis	P			P	
Cost transfers - Initiate JVs when required	P	S	S	P	
Cost transfers - Review and approve JV requests		P			
Cost transfers - Process and post JV requests			P		
Request carryforward from sponsor when required	P	P			
Program income – identify, report, and ensure posting to appropriate account codes (the financial reporting aspect will live with Acocunting Office)	P	S	P		
Monitor and reconcile balances to ensure spending within budget and to prevent going over budget	P	S	S	S	
Approve payment of subcontractor invoices	P	S		P	
Verify final subcontractor invoice receipt	P	S		P	
Prepare Schedule of Federal Expenditures (SEFA) annually		S	P		
Review Schedule of Federal Expenditures (SEFA) for grants (specifically verify all CFDA# or alt #s)		P			
Maintain College's sam.gov registration			P		
Prepare and review annual stand alone financial statements for required sponsored programs		S	P		



Track receipt of College titled sponsored projects equipment and fixed assets			P		P
Enter equipment into asset management system					P
Identify the need for institutional space and notify Sponsored Research	P			S	
Received government furnished property from sponsor and notify Sponsored Research	P				P
Assign tag numbers to all equipment and generate tags					P
Continually monitor location and functionality of all equipment. Notify department property administrator of any changes. Department will notify appropriate office.	S			S	P
Update project records for government titled equipment	P	P			
Conduct annual and closeout inventory of government titled equipment	S				P
Request disposition of governmental titled equipment at closeout	P	P		S	S
Request disposition of College titled equipment	P	P		S	S
Prepare and submit property reports to sponsor when needed	S	P		S	S
Track and record fixed assets in accounting system(s)			P		S
Financial Reporting and Billing Sponsors					
Complies with grant/contract billing terms, conditions, and payment method written in agreements			P		
Create invoice			P		
Prepare and approve cash draws			P		
Generate and review grant activity reports	P	S		S	
Identify the need for submission of a financial report and notify Accounting Office	P	S		S	
Prepare and submit financial reports to sponsor along with required supporting documentation for audit purposes	S	S	P	S	
Obtain supporting documentation for cost sharing and prepare and submit cost share report	P	S		S	
Provide institutional approval on deobligations/relinquishments	S	P	S		
Prepare and submit invoices to sponsors	S		P	S	
Cash Management					
Accounts Receivable management	S		P	S	
Manage checks and payments	S		P	S	
Foundation Transfer Requests		P			

Refund excess cash back to sponsor and provide proper documentation throughout the award performance period as needed and at grant closeout

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Track and produce effort certifications annually at a minimum

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Ensure compliance with effort reporting policy

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Notify Sponsored Research of changes in effort requiring sponsor approval

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Request sponsor approval if effort changes require sponsor approval

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Understand and comply with sponsor requirements for notifications regarding changes in personnel activity

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Certifies their own effort and certifies staff effort or designates someone with a suitable means of verification of work



Ensure all inventions and patents have been identified, included on forms and forms signed
Ensure that all required award closeout documentation has been submitted to sponsor is filed electronically with project documents and is available for audit

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Audit

When selected, responsible for responding to audit requests

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When selected, responsible for meeting with auditors and participating in audit interviews

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Serve as liaison to sponsors on audit requirements and visits

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