Samford University
Office of Research

Sponsored Programs Responsibility Matrix

Institutional Capacity Building

Risk Mitigation Responsibilities

Idea Development

- Overall responsibility for strategizing ways to build capacity for faculty to engage in sponsored projects
- Facilitate collaborations on campus
- Provide funding for seed projects and released time

- Ensure feasibility, appropriateness and compliance with sponsor and Samford policies
- Ensure alignment with University Mission

Apply for Funding

- Ensure understanding by faculty and leadership about what is planned for sponsored project scope of work
- Educate stakeholders and administration on process and expectations for what happens after proposal is funded

- Ensure budget is reasonable, allocable and allowable per sponsor and Samford policies
- Ensure university administration approval of proposal at all levels
- Ensure university representatives are authorized to submit proposals

Begin Project

- Manage award implementation into the existing Samford systems (i.e. purchasing, human resources, grants accounting, payroll, etc.)

- Receive award, negotiate terms and conditions, and execute agreements
- Confirm federal research compliance (i.e. IRB, IACUC, RCR, FCOI, etc.)

Manage Project

- Provide ongoing guidance and support to faculty and administrators operating sponsored projects

- Ensure ongoing financial compliance per Samford and sponsor policies
- Create and submit sponsor required financial reports
- Approve expenditures and maintain documentation
- Provide documentation for sponsor initiated audits of active awards

Close Out Project

- Provide ongoing guidance and support to faculty and administrators closing out sponsored projects

- Award close out and records retention management