

COSSPP Research PI Training

Outline of responsibilities

Pre-award:

Laura Kitchens works with the PI to create a budget and submit documents to Pre-Award (currently Kaytee Fletcher at SRA or Julie Coiro at the Research Foundation).

Award set-up stage:

SRA or RF requests award setup.

Laura Kitchens handles budget and effort requests in RAMP, **PI handles misc items on the Award form in RAMP** (with assistance from Laura Kitchens as needed).

Post Award Specialist will handle Post-award team setup PDF.

All budgets and documents are contained in RAMP for continued review.

Post Award Specialist will be available to answer questions directed from Departmental staff regarding payment of personnel or expenses.

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Spending stage:

PI communicates with **departmental staff** regarding any needed HR appointments, subaward processing, other expenditure spending.

Ideas regarding re-budgeting need to be communicated to **Post Award Specialist** and your **department staff**.

Post Award Specialist will enter re-budgets to RAMP if needed.

PI periodically reviews expenses to ensure they are being spent as intended.

Post Award Specialist confirms with reconciliations.

SRA & RF Post-award staff (currently Jane Terrell and Julie Coiro):

Communicates with you (as the responsible party) and **Post Award Specialist** for items concerning billing to the sponsor. **Final signature and authority remains with the PI.**

SRA Subcontract Staff:

Communicates with **the PI** and **Post Award Specialist** regarding any documents turned in for subcontract spending.