

OFFICE OF SPONSORED PROGRAMS
Roles and responsibilities of PI and OSP
Coordinator

Detailed Roles and Responsibilities	PI / PD	OSP Coordinator
Proposal Preparation		
Provides guidance and resources for proposal development.		X
Serves as point of contact with sponsors for all technical aspects of the proposal.	X	
Serves as point of contact with sponsors for all administrative aspects of the proposal.		X
Reviews FOA and all applicable sponsor and program guidelines. (Primary responsibility lies with PI/PD.)	X	X
Discusses arrangements and timeline for submission of materials for review by OSP.	X	X
Reviews sponsoring agency program guidelines and FOA, and informs PI/PD of any potential concerns.		X
Proposal Development		
Prepares the technical proposal, budget, and related materials.	X	
Budget and scope of work negotiation, review, and receipt of subaward documents.	X	X
When requested by the PI/PD, reviews draft proposals and provides editorial guidance/peer review.		X
Assists PI/PD where appropriate with obtaining available institutional data, as required by sponsor.		X
Budget Development		
Discusses any cost sharing/matching and institutional contributions prior to budget development. Institutional approvals are obtained on cost share form through DocuSign.	X	X
Obtains approval from Department Chair for course buyout/release requests prior to budget development; PI to initiate discussion and approved through routing process. What is this referring to?	X	
Acts as a resource for budget preparation (e.g., salary figures, fringe benefit rates, indirect cost rates, appropriate categorization of budget items.)		X
Reviews and confirms accuracy and appropriateness of budget and justification prior to securing internal approvals, consulting with departments and/or colleges, as needed.		X
Determines responsible party for proposal submission, and either submits or coordinates with PI as required by the sponsoring agency.		X
Maintain online sponsor agency user accounts.	X	X
Provide or obtain institutional certification letters as required by the sponsor.		X

Detailed Roles and Responsibilities	PI / PD	OSP Coordinator
Provides, coordinates preparation of, or review HWS letters of Institutional Commitment for collaborative projects and subawards, as needed.	x	x
When UTRGV will be a subrecipient on a proposal, work with the OSP to complete the requested subaward proposal and related materials to be submitted by OSP to lead institution.		x
For collaborative proposals or when UTRGV is receiving a subaward, act as liaison with lead or other institutions' Sponsored Programs Offices.		x
Post-submission requests for additional materials.		x
PI/PD required training (Research Compliances, T&E, etc.)	x	
Post-submission/Post-award sponsor requirements as a condition of award	x	