



Proposal Development and Submission Responsibility Matrix

TASKS	Responsibility		
	PI/ Dept	Dean /Chair	Admin
Obtain external program announcement and review guidelines, forms and application requirements.	PI		
Notify ORSP as soon as the application is going forward.	PI		
Reviews RFP for institutional compliance			ORSP
Complete the PI Initiation/Approval form and share with Chair/Deans	PI		
Assure proposed project is appropriate & in line with departmental and institutional mission,	PI	Dean/ Chair	
Assure proposed project has qualified personnel and adequate space and resources	PI	Dean/ Chair	
Approve additional personnel, space or resources needed for project beyond that provided by the funder		Dean	
Develop a timeline to complete the application	PI		ORSP
Prepares proposal, containing the project plan and scope of work	PI		
Prepare a Preliminary Budget and meet with ORSP for assistance in finalizing budget and justification	PI		ORSP
Reviews budget for appropriate salaries, fringe benefits, student support, Facilities & Administrative (F&A) costs, and multi-year escalations; reviews and approves cost sharing	PI	Dean	ORSP
Secure required documentation from collaborators	PI		
Draft and secure internal letters of commitment, signatures	PI		ORSP
Delivers complete, submission-ready proposal components to Sponsored Programs 5 business days in advance of sponsor deadline	PI		
Review Proposal for completeness; responsiveness to the RFP	PI		ORSP
Compile and package proposal for submission; complete certifications and representations to sponsor			ORSP
Ensures required compliance by PI and University are completed			ORSP
Secure authorized signatures for Albany State University			ORSP
Copy and mail proposals, or submits electronically, as dictated by the instructions to Sponsored Programs			ORSP
Acts as the official University repository for sponsored project documents			ORSP