Lehigh University
SPONSORED PROGRAMS ROLES AND RESPONSIBILITIES MATRIX

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Function	OVPR				College / Department		OTHER	
	VPR	ORI	OTT	ORSP	College /	PI	Research	OGC
Pre-Award								
Opportunity identification	A/S*				A/S	P		
Intent to Submit, to ORSP					A	P		
Confirm PI Eligibility				P	S			
Financial Conflict of Interest disclosure		A				P		
fCOI Disclosure review and escalation (if		S		P	A			
Confidential disclosure agreement approval (if	S		P	P	A	A		A/S*
Proposal development				S	S	P		
Identify partners/collaborators						P		
Budget Development				S	S	P		
Request/Coordinate subrecipient documents					S	P		
Letters of support and commitments					S	P		
Proposal document preparation					S	P		
Populate proposal system with required				S		P		
Proposal approval	P*					P		
Review proposed sponsored activity to confirm					P			
Final Proposal Review and Submission (AOR/SRO)				P				
Conflict of commitment					S	P		
Conflict of interest management		P		A	S	P		
Regulatory compliance and advisory		S		P	S			
Request Advance Account, if necessary						P		
Approve Advance Account and commitment of					P			
Review and establish Advance Account				P			S	
Contract review, issuance, negotiation, and				P				A/S*
Award acceptance								
Adherence to Export Controls and personnel		S		A		P		A
Post-Award								
Award setup, Lehigh index assignment				P			S	
Notification of Award receipt and summary of terms				P				
Subcontract/Subaward draft, negotiation, issuance,				P	A	A		
Draft Subcontract review and approval					S	P		
University-Sponsor interface				P				
University, Collaborator/Subrecipient interface						P		
Initiate material transfer agreements			P					
Review and negotiate intellectual property and			P					A
Project/Program management						P		
Financial oversight, Monthly review					S	P		
Cost Reallocations				S	P	P	S	
Payroll/Tuition				S	P	S		
Expenses (Initiate purchases and approve					S	P		
Receive subcontractor invoices						P		
Approve that work was done by subcontractor						P		
Approve payment of subcontractor invoices					P	P		
Track and document cost sharing				S	P	S		
Report cost sharing on sponsored projects				P			P	
Account overdrafts				S	P	P	S	
Cash management / budget monitoring				S	P	P	S	
Accounts payable (AP) management					P	P	S	
Initiate request for rebudgeting and prepare				S	P	P		
Monthly reconciliation of Research OneCard				P				
Perform periodic review of transactions for				P	S			
Review and approval of Payroll/Tuition on				P				
Review of Research OneCard charges for				P				
Letter of credit draws							P	
Invoicing							P	
Resolve payment problems with late or non-							P	
Assist in resolving collection issues				P		S		
Direct charging (review of allowability)				P				
Subrecipient monitoring				P	S	S	S	
Establish available effort (commitment review)					P	S		
Distribute Effort Reports							P	
Review and Complete Effort Reports						P		
Provide local oversight for effort certification					P			
Financial reporting (Interim and/or Annual)					S	S	P	
Accounts receivable (AR) management					S	S	P	
Prior Approval requests				P	S	S		
Notify PI and Department/College when award end				P				
No cost extension request / management				S	P	P		
Audit Response/Management				P	S	S	S	
Compliance reporting (Interim Progress and Final				A	S	P		
Review and provide guidance for completion of			P					
Financial reconciliation and closeout				P	S	S	S	
Award closeout							P	
Final financial report					S	S	P	
Invention/IP reporting			S			P		
Nurture technology related relationships and			P					
Determine terms on equipment title for sponsored				P				
Approve the sale of transfer of equipment to other					P			
Implementation of Data Management Plans;						P		
Administrative record retention / storage				P	S	S	P	

*VPR communicates internal opportunities,

*OGC advises on non-standard terms and

*VPR for internal grants

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