Huron Update
• PI Manual
  • Bill Moseley
  • Jennifer Dean
  • Julie Harvey
  • Ashley Stahle
  • Kelly Belden

• Internal Procedures
  • Ashley Stahle
  • Sheila Durnil
  • Dawn Sharkey
  • Bill Moseley
  • Ben Egolf

• Website
  • Claudia Amos
  • Julie Harvey
  • Andy Reynolds
  • Dave Doty
  • Diane Barrett
• E-docs
  • Carmen Morales
  • Kris Miller
  • Marilyn Morrissey
  • Chris Carsten
  • Andy Reynolds
  • Sheila Durnil
  • Lisa Anaya-Esquibel
  • Jennifer Dean

• Outreach Activities
  • Linda Loing
  • Tracey Trujillo
  • Diane Barrett

• Professional Development/Training
  • Diane Barrett
  • Dave Doty
  • Tracey Trujillo
  • Sheila Durnil
  • Lisa Anaya-Esquibel
• Kuali Research
  • Chris Carsten
  • Tracey Trujillo
  • Chello Jorge
  • Diane Barrett

• Contracting Manual
  • Dave Doty
  • Grant Calhoun
  • Linda Schutjer

• Roles and Responsibilities
  • Jennifer Strange
  • Marilyn Morrissey
  • Sheila Durnil
  • Diane Barrett
  • OSP staff!

• Uniform Guidance
## Roles and Responsibilities Matrix

**In Progress March 2016**

The Roles and Responsibilities Matrix for Research Administration at CSU-Colorado State University seeks to identify commonly encountered activities.

**NOTE:** This Matrix is not meant to be prescriptive or exhaustive and is subject to change.

### ROLE DESIGNATIONS LEGEND
- Primary Responsibility for action/implemention of tasks:
- Support/Consult, as necessary
- \( P = \text{PRIMARY} \)
- \( S = \text{SUPPORT} \)

### RESEARCH ADMINISTRATION PROCESS

<table>
<thead>
<tr>
<th>Process</th>
<th>PI</th>
<th>OSP</th>
<th>DEPT</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide guidance to PI on proposal preparation</td>
<td></td>
<td></td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Develop and revise technical narrative, Bio sketches, Current and Pending</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Develop administrative pages of proposal</td>
<td>S</td>
<td></td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Ensure required Effort available, if awarded</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Identify subawardees/collaborators</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Collect Subawardee documents: Budget, Statement of Work (SOW), Budget Justification, and</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Confirm that a complete subawardee proposal has been provided</td>
<td></td>
<td></td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>IDC Review: determine if waiver needed. If so, route form for signature</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Draft the Budget</td>
<td>P</td>
<td></td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Revise Budget in partnership with PI, if corrections are needed</td>
<td>P</td>
<td>S</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Review Budget</td>
<td></td>
<td></td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Finalize Budget</td>
<td></td>
<td></td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
Seeking Volunteers!

Please email diane.barrett@colostate.edu
Complex Proposal Submission Update
Uniform Guidance Update

Sponsors:
• Christa Johnson, AVP for Research Administration
• Dave Ryan, Controller

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• Dave Doty, OSP (Interim Chair)
• Marilyn Morrissey, OSP
• Sonia Kreidenweis, College of Engineering
• Jon Stocking, CVMBS
• Dave Carpenter, HHS
• Linda Meserve, Procurement
• Farrah Bustamante, Procurement
• Jacque Clark, BFS
• Linda Schutjer, OGC
• Grant Calhoun, Contracts
• Teri Suhr, HR
• Diane Barrett, OSP
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- Sonia Kreidenweis, COE
- Carol Wood, OSP
- Chris Carsten, OSP
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- Kim Melville-Smith, NREL

Procurement
- Farrah Bustamante, Procurement
- Grant Calhoun, Contracts
- Dave Carpenter, HHS
- Linda Meserve, Procurement

Admin / Clerical & other H&R
- Jon Stocking, CVMBS
- Jacque Clark, BFS
- Teri Suhr, HR
- Marilyn Morrissey, OSP
- Doug Leavell, Research Analytics
- Paul Grisdale, Payroll
eRA – Electronic Research Administration
Boettcher Process
Professional Development

• What kinds of training do we need?
• What kinds of training should we offer to PIs?
• Who is already doing training that could be shared with others on campus?
• Can we develop a comprehensive research administration training program
General Discussion/Questions