Overview:
Research administration is a shared responsibility between the Project Director (PD), the Department, the Division, and the Office of Extramural Support (OES). Each office/person has primary responsibility for the following:

OES has primary responsibility for:
- Timely submission of proposals to sponsors
- Negotiating terms and conditions of awards
- Establish project accounts
- Negotiate and finalize subagreements and shared grants
- Review expenditures in restricted categories
- Prepare and submit financial reports and invoices
- Submit no-cost extension and re-budgeting requests to sponsors
- Submit award closeout documents, including any cost share
- Review and input cost-share into Cost Share Bolt-On

The Department and/or the Division have primary responsibility for:
- Review and approve proposals, particularly budget, cost share, space & facility usage, and time commitment
  - Ensure WISPER record includes budget and cost share (if any)
- Obtain F&A exception approval from the Chancellor
- Approve request for project number in advance (88-1)
- Initiate subagreements and shared grants
- Prepare specialized financial reports
- Approve no-cost extension and re-budgeting requests
- Approve cost transfers
- Provide assistance in monitoring cost-share

The Project Director has primary responsibility for:
- Overall responsibility for the grant
- Timely preparation of proposals (10 business days before deadline: the Division office generally requires 5 business days to review, and then OES requires an additional 5 business days to review and submit)
- Agree to the final terms and conditions of awards
- Assure appropriateness, reasonableness, and allowability of expenditures
- Ensure expenditures do not exceed budget
- Prepare request for project number in advance (88-1)
- Submit progress reports to sponsor
- Timely preparation of any required data for financial reports or invoices (should arrive at OES a minimum of 5 business days before deadline)
- Provide input to subagreement scope of work and budget as needed
- Initiate timely requests for no-cost extension and re-budgeting
- Monitor cost share is adequate and calculating correctly
  - Review and sign cost-share forms
  - Obtain 3rd party cost share commitment letters
  - Obtain 3rd party cost share certification letters