



ROLES AND RESPONSIBILITIES IN DEVELOPING AND MANAGING EXTRAMURAL AND SELECTED INTRAMURAL SPONSORED PROJECTS

UWM Office Of Sponsored Programs

March 1, 2021

3. Post Award: Non-Financial Project Management				
Task	Responsibility ¹			UWM Resources
	PI/Division/ Dept. ²	OSP	Other	
The PI is accountable for most of the tasks in this section, with responsibility shared with the Division or Department identified for research support (e.g., UBR, SOAR)				
Conduct and oversee the execution of the project aims or statement of work	X			
Notify all UWM regulatory offices/committees (e.g., OSP, IRB, IACUC, Risk Management/Safety) of significant project changes (budgetary, programmatic, key personnel)	X			
Renew compliance requirements (e.g., IRB, IACUC) in a timely manner	X			IRB, IACUC, Biosafety, etc.
Develop authorship/publication agreements, if project involves a team	X			
Select and hire project personnel	X			HR
Train project personnel	X			HR
Provide project personnel with adequate time, resources, and supervision to safely carry out the project	X			HR
Manage project personnel in accordance with HR policies regarding vacation, leave, and performance reviews	X			HR
Provide oversight and mentoring of students and trainees	X			GS/HR
Assure that letters for Research Assistant appointments specify the required training and compliance components	X			GS/HR
Request on- or off-campus space needed in addition to that already assigned to the PI	X			CPM UWMREF
Create project web page or other media, if appropriate	X			UITS
Arrange for access for non-UWM team members	X			UITS

1. Many of the roles and responsibilities within this matrix may be delegated to administrative support staff. Contact your Associate Dean of Research (or equivalent) for additional information on the services available to you within your division. In the absence of administrative support staff, responsibility for these tasks falls to the PI.

2. The term "Division/Dept." includes administrative positions, activities, and/or functions in individual schools/colleges, including Associate Dean of Research, Effort Coordinator, information technology staff, financial management staff, and/or other roles involved in the review and approval of proposals, awards, non-financial agreements, etc. on behalf of the division/department.

3. Post Award: Non-Financial Project Management

Task	Responsibility ¹			UWM Resources
	PI/Division/ Dept. ²	OSP	Other	
Maintain project-related records (source documents) in a manner to document the validity and integrity of the project while protecting confidentiality and privacy	X			
Initiate data use agreements, if appropriate	X	X		
Store and handle data according to university policy	X			UITS
Initiate request for programmatic changes to project, if required	X			
Review and process programmatic changes, if required		X		
Develop conflict resolution strategies for the project team	X			HR
Complete interim progress and technical reports according to sponsor's schedule	X			
If OSP is submitting the interim progress/technical report, comply with sponsor submission method and submit to OSP 2 business days before sponsor deadline	X			
OR After OSP approval, if PI is submitting the interim progress /technical report, comply with sponsor submission method and deadline	X			
If sponsor requires interim progress/technical report to be submitted by an authorized official, submit interim progress/technical report		X		
Obtain technical reports from the subrecipient	X			
Notify OSP of the need to process new amendments to a subaward by submitting a new Outgoing Subaward Request Form	X			
Execute amendments with subrecipients on behalf of the institution		X		

ACRONYMS

CPM	Campus Planning and Management
GS	Graduate School
HR	Human Resources
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
UITS	University Information Technology Services
UWMREF	UWM Real Estate Foundation

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