ORP Roles & Responsibilities Matrix - Research Lifecycle

Legend:
Lead (L) – Primary owner ensuring the task gets done; coordinates completion.
Partner (P) – Actively assists or consults through two-way communication and appropriate action.
Aware (A) – Always kept informed. Receives updates or outcomes through one-way communication from the Lead or Partners but does not take action.
Aware* (A*) – Conditional awareness. The office is notified when certain project characteristics trigger relevance. Office may take action if needed.

	Plan & Propose																					Setup		Manage		Closeout	
Parties	Identification of Funding Opportunity	Scientific / Programmatic Proposal Development	Facilities Modification Requirements	Tribal Consulation	IRB Submission for Human Subjects Research	IRB / Human Subjects Research Approval	IACUC Protocol Submission	Animal Welfare Program / IACUC Approval	COI / COC Disclosure Submission	COI / COC Disclosure Review	Research Security Review	PI Check for Export Control Concerns	Export Control Checklist	Export Control Review	Research Contract Negotiations (non-clinical)	Clinical Budget Development & Contract Negotiations	UAccess Research Proposal Approval by PI	UAccess Research Department Approval	UAccess Research College Approval	UAR Approval / Proposal Submission to Sponsor	Post Submission / Just In Time Requests	Award set up	Initiation of project and expenditures	Programmatic Award Management	Monthly Financial Review and Effort Certification	Financial and Administrative Award Closeout	Programmatic Award Closeout
Faculty	L	L	P	L	L	P	L	P	L	P	P	L	P	P	P	P	L	P	P	P	L	P	L	L	L	P	L
Department Business office			P												P	P		L	P	A		P	P	P	P	P	A*
College Business office			P										L	P	P	P		P	L	A		A	A	A	A	A	A*
Proposal Support	P	A	A	A		A		A	A	A*	A	P	A*	A	A	A	P	P	P	P	P						
ORP Support Teams																											
Research Development Services	P	P																									
Sponsored Projects Services Central Pre-award			P	A		A			A		A			A*	P	P	A	A	A	L	P						
Office of Research Contracts & Agreements				A*		A		A		A	A*		P	A*	L					A*							
Clinical Research Administration						A					A*					L				A*							
Sponsored Projects Services Central Post-award															A*	A*				A*		L	P	A*	P	L	A*
Human Subjects Protection Program				P	P	L				A*	A*				A*												
Animal Welfare Program							P	L		A*					A*												
Native People's Technical Assistance Office				P																							
Export Control												P	P	L													
Office for Responsible Outside Interests									P	L																	
Research Security Program									A		L																
University Animal Care							P	A																			
Facilities & Planning			L																								
Environmental Health & Safety			P		A*	P	A*	P																			