

### Pre-Award

- Assist PIs with meeting requirements of internal and external funding opportunities
- Create internal timeline to ensure timely review and submission of proposals
- Review submission guidelines to ensure compliance with UM and SoD policies
- Assist with budgets and budget justifications
- Prepare/assist with Proposal Application Form (PAF) in eResearch
- Review documents for errors, completeness, compliance
- Finalize and route the PAF for approvals and respond to PAF revision requests
- Prepare/assist with routing unfunded agreements
- Provide excellent customer service

### Post-Award

- Review award documentation
- Set Up/initiate project activities
- Review financial activity for compliance
- Prepare and send monthly reports to PIs
- Request journal entries that affect sponsored research projects
- Provide budget forecasting as requested/as needed
- Complete budget reallocations as necessary
- Manage PI and personnel effort
- May assist with procurement/reviewing expenses
- Manage Subcontract invoices
- Assist with fulfilling sponsor reporting requirements
- Prepare award modification requests (e.g., re-budgeting, no cost extensions)
- Review Financial Status Report (FSR)
- Assist with Project Grant closeout process
- Maintain communication with PIs in a timely fashion
- Provide excellent customer service

Updated 6/18/2019