

## CGO Roles and Responsibilities

### Proposal Preparation Support

- Provide guidance for faculty, staff and department budget staff with the development of proposal budgets, justifications, sponsor forms, application packages, internal routing forms (Internal Approval Form and Disclosure of Financial Interest Form) and Fixed Price Agreement Budget Form for sponsored grant/contracts.
- Reviews all proposal documentation prior to submission to ensure that applicable costing policies are followed and are compliant with university and sponsor guidelines.
- Facilitates the internal routing process by insuring that the appropriate documentation has been included to expedite the Dean's authorization and release the proposal to the Office of Sponsored Projects Administration for institutional signature.
- Identify the need for other required approvals and facilitate interaction with the appropriate offices (human subjects, animal subject, biohazards, etc.).
- Provide guidance for faculty in compiling the entire proposal package for submission.
- Provide guidance for faculty with electronic proposal submission to various sponsors.
- Guide faculty with preparing forms to establish subawards, subcontracts and consulting agreements.
- Meet with new and/or existing faculty to let them know what services we provide in the College and what services other areas such as the Proposal Development Office are able to provide.

### Account & Grant Management

- Work with Department Administrator or PI to submit a budget to OSPA (if needed) using appropriate sponsored class codes including current salaries, fringe benefit rates, and other related expenses.
- Completes periodic reviews of grant related accounts and expenditures for compliance with sponsor and university guidelines.
- Serves the college as a liaison with other units within the University including: Sponsored Projects Accounting, Accounts Payable, Purchasing, etc. and works with departmental business staff to facilitate the resolution of accounting problems on grant accounts.
- Coordinate with departmental business staff to ensure that appropriate action is taken for new accounts to document effort (charging and cost sharing) in FES; coordinate with appropriate person new and existing positions in grant budget; coordinate system to document cost sharing other than faculty salary.
- Maintains complete college proposal files, award documentation including PADR's, correspondences, etc.
- Provide trouble-shooting and problem solving support; follow through to ensure problems are resolved as may be referred by the department, SPA, RA or others.
- Provide guidance with CAS and JV justifications as needed.
- Utilize various reporting tools to provide grant management reports for departmental business staff, investigators, departmental chairs and deans that can be used for strategic planning and monitoring university account activities.
- Provide guidance with Cost Sharing issues. This includes explaining the university's cost share policy at the proposal stage, assisting with the JV for funding cost share, monitoring the NIH salary cap cost share and assisting SPA when there is a problem with cost share on an invoice or at the close out stage.

### Education

- Provide formal and informal education and training opportunities for faculty and staff.
- Distribute information in a timely manner from Office of Sponsored Projects Administration (OSPA) and Sponsored Projects Accounting (SPA) to departments.
- Maintain particular expertise in sponsors predominant in the College, i.e. NIH, ACS, AHA.
- Maintain particular expertise in IRIS grant reporting.