

**College of Engineering
Pre-Award Responsibility Matrix**

P = Primary	Has ownership of task/process. Able to provide final approval in order to move to next step.						
S = Secondary	Plays supporting role in task/process; will often review primary actor's work. Will sometimes act in the absence of Primary contact.						
Activity	Principal Investigator (PI)	Sr. GCA	Lead GCA	Assoc. Director (AD)	College/BAO	SPA	Comments
Pre-Award Responsibilities							
Reviews and understands grantor proposal rules and guidelines	P	P	P			P	
Contacts OVPR if proposal is being submitted for limited submission opportunity	P		S				
Composes scientific/programmatic portion of proposal, including budget justification	P						
Develops proposal budget content	P	S					PI communicates with Sr. GCA to develop draft budget
Prepares budget template	S	P					
Develops other required proposal elements	P	S	S				
Enters proposal in to Evisions/Cayuse	S	P					
Communicates revisions to proposal to PI		P	P			S	
Prepares proposal elements for submission - formats and uploads attachments	P	P	S				Dependent on means of submission/sponsor
Drafts consortium letter for signature (if applicable)		P	S				
Reviews and provides WSU signature for consortium letter						P	
Prepares internal cost share commitment form for signature		P	S				
Approves College/Department funds to be used for cost-share					P		Requires approval/signature from BAO
Verifies sponsor-required cost sharing commitments are met, documented and approved by appropriate signatory		P	P			S	
Completes PI certification of proposal in Evisions/Cayuse; answers required questions	P						
Makes revisions to proposal	P	P	P				PI handles scientific revisions; Sr. GCA/ Lead GCA make administrative corrections
Reviews proposal to ensure College/University rules are followed		S	P			P	
Reviews proposal for institutional assurances; completeness		S	P			P	
Approves proposal on behalf of Department in Evisions/Cayuse		P	S				
Approves proposal on behalf of College in Evisions/Cayuse			P	S			
Provides approval/institutional signature for proposal on behalf of WSU in Evisions/Cayuse						P	
Submits final proposal to sponsor	S		S			P	In limited instances PIs or Lead GCA may submit to agency, but only after written institutional approval has been given by SPA
Review and Turnover of Draft Contracts to SPA							
Reviews draft contract language and flags language/terms for SPA contracts team	P			S			Includes new contracts and amendments
Reviews and approves draft contract budget	S	S	P				GCA should be notified of any revisions
Completes and signs affirmation memo	P						
Obtains signed affirmation memo from PI				P			
Turns over draft contract, affirmation memo, and associated documents to SPA contracts team for review and negotiation				P			
Negotiates award terms and conditions and accepts award on behalf of University						P	
Initiates BOG review (if needed)				P			
Establishment of Provisional Funds/Tentative Accounts							
Requests establishment of a tentative account for pre-award spending	P	S	S				
Reviews and approves provisional fund request (PFR) form			S		P	P	BAO signature and collateral account required prior to submission to SPA
Turns over PFR and associated documents to SPA for review and index establishment			P				
Award Acceptance and Index Establishment							
Reviews and understands award terms and conditions prior to award acceptance	P	P	P			P	
Reviews and finalizes budgets prior to award turnover	S	P	P				
Negotiates award terms and conditions and accepts award on behalf of University						P	
Establishes index in Banner						P	