



					DIR.	PRE	POST
PROPOSAL PREPARATION							
Search for opportunities	X	X	X		X	X	X
Provide guidance on funding opportunities		X	X		X	X	
Write technical narrative	X						
Identify subcontractors and request budget and workscope materials	X					X	
Requesting/Approving course release or download time	X	X	X				
Develop budget	X		X			X	
Identify need for cost sharing funds	X					X	
Evaluate requests for F&A waivers or reductions			X		X		X
Coordinate space arrangements		X	X				



SALISBURY UNIVERSITY SPONSORED PROGRAM ROLES & RESPONSIBILITIES

Principal Investigator
Department Chair

Dean or VP

School Admin

Admin and Finance
Dean of GS

Provost

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				DIR.	PRE	POST		

CONDUCTING THE PROJECT - GENERAL

Review and approve incoming Material Transfer Agreements -- secure legal review as needed.

x

x

x

Complete invention disclosure form

x

Ensure integrity of notebooks and data

x

PRIOR APPROVALS

Initiate prior approvals for changes to projects

x

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					DIR.	PRE	POST			
ONGOING TRAINING										
Provide training to the research community regarding changes to policies and regulations					x	x	x		x	

NOTES:

• Any correspondence between PI and Sponsor should include Research Office over \$10,000.

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