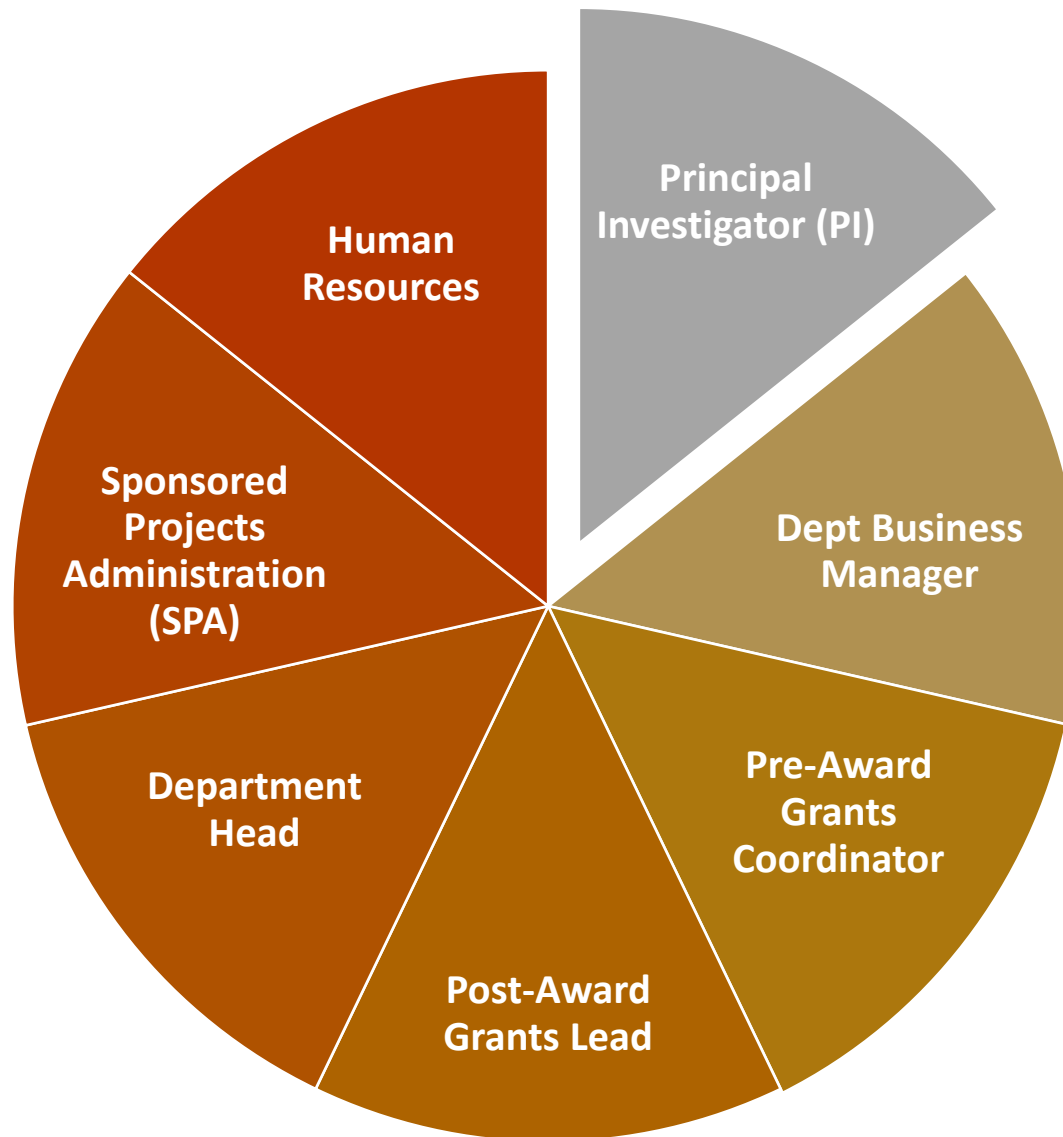


FACS Grant Duties Focus Chart



Principal Investigator (PI)

- **Daily administration of project/grant**
- Obtains appropriate internal approval for proposals and ensure that proposals meet federal regulations and university and sponsoring agency policy and procedures
- Develops categorized budgets and budget justifications in accordance with regulations and policy and procedures
- Oversees the conduct of research
- Reviews routine project reports and provides direction to business manager for corrections
- Complies with technical, progress, and compliance reporting requirements
- Oversees administration of project funds, verify the authenticity and accuracy of expended funds, and approval of timecards
- Coordinates and oversees determination of allowable and allocable project expenditures in accordance with regulations and policy and procedures
- Coordinates and oversees identification and authorization cost sharing obligations and expenditures
- Coordinates with department and SPA to request residual balance, for fixed price projects
- Coordinates and oversees completion and submission of appropriate final closeout or transfer forms
- Ensure that all key personnel involved in human and animal research complete and comply with the required education for the protection of human participants in accordance with regulations and policy and procedures
- **Manage employees hired and funded under grant** including annual performance, timecards, supervision, etc.
- Adhere to all federal, state, and local regulations and university and sponsoring agency policies and procedures instituted to protect the health and safety of research participants, personnel, and the environment

Pre-Award Grants Coordinator – Michael McGough

- **Assists with grant proposals:** development, editing, compliance review, submission, awarding support
- Assists college administration with identifying grant writing support, training opportunities, and resources for faculty and graduate students
- Identifies and distributes relevant funding opportunities
- Responds to questions regarding grant compliance, policies, and regulations
- Coordinates with SPA and other units across campus
- Report proposals and awards to college administration

Dept Business Manager (BM) - Varies

- Responds to PI daily requests as needed
- Keep PIs updated on the financial position of their grants
- **Process and approve day-to-day financial transactions:** POs, OneSource payment requests and expense reports, UGAMart and ANOPS purchases and approvals, P-Card transactions
- Process payroll: set up funding for employees and process any corrective actions needed in OneUSG Connect
- Coordinate with BFO to initiate salary savings process
- Helps PIs finalize all financial transactions for grant closings, including confirming final expenses with SPA
- Provides routine spending reports to Program Coordinators
- Assists with budget forecasting

Post-Award Grants Lead (BFO) – Jen MacDonald

- **Oversight of the College's grant portfolio of funding**
- Processes modifications in the Grants Portal
- Provides notifications of new awards, modifications of awards, and pending closure of awards (60, 30 days)
- Provides support with budgets and account codes
- Trains/Guides PIs & Bus Mgrs using project status reports
- Calculates and records salary savings information
- Monitors current year IDC revenue, and allocate IDC revenue from CAES each quarter
- Assists PIs and business managers in connecting with SPA contacts

Sponsored Projects Administration (SPA) – Cathy Cuppett

- Provides training and education
- Reviews, approves, and submits proposals
- **Act as liaison with sponsors** and compliance oversight agencies
- Negotiates and accepts awards, including subcontracts
- Establish restricted award chartstrings
- Obtains sponsor approval for rebudgeting
- Prepares and submits invoices and certifies all financial reports
- Relinquish awards

Department Head (DH) - Varies

- Approvals for proposals in Grants Portal, including IDC distribution and budget setup
- Backup approver for PI for payments and reimbursements related to grant in UGA Financial Management
- **Supervision of Department PI, Bus Mgr and HR support** including annual performance review and progress toward promotion and tenure (if applicable) and routine oversight of work, performance, results, etc.
- **Oversight of financials for Department** with monthly review including grants
- Assists faculty/PI with top level issues on research or financials
- Reports to Dean annually regarding financial health of department
- Supervision and routine oversight of business manager and HR personnel supporting PI and department

Human Resources (HR): Department (Varies) and College – Delilah Nageotte

Department HR - Varies

- Works directly with PI and College HR Coordinator for hiring and staffing needs
- Initiates position description changes, job postings, and hiring proposals in UGAJobs
- Coordinates with search committees on interviews and inputting applicant dispositions into UGAJobs
- Drafts offer letters
- Initiates termination requests for student workers, graduate assistants, and temporary workers in OneUSG Connect

College HR – Delilah Nageotte

- Reviews/Approves position description changes, transfers of positions, job postings, draft offer letters, and hiring proposals
- Works with Department Head and PI on Reduction in Force (RIF's)
- Completes onboarding meetings and exit interviews with all staff and faculty

- Approves termination requests and submit all termination requests for student workers, graduate assistants, and temporary workers in OneUSG Connect
- Submits retirement requests in OneUSG Connect.
- Works with supervisor to complete Critical Hire paperwork, Request for Salary Actions, and Supplement Agreements
- Charges Search Committees
- Provides counsel to departments and employees on UGA HR law, policies, and guidelines
- Serves as the HR Liaison to UGA HR, Office of Faculty Affairs, and EOO