

ROLES AND RESPONSIBILITIES

Duty is what one expects from others. Oscar Wilde

Preaward Proposal Submission Process	Principal Investigator/ Dept.	Research Office	RU Foundation	<i>Other*</i>
Search for Funding Opportunities	X			
Guidance and Interpretation	X			
Proposal Preparation				
Write Proposal	X			
Develop Budget	X	X		
Identify Allowable Cost Share Sources	X	X		
Identify Subawards	X			
PI registration on Fastlane, eracommons etc.		X		
Endorsement Form	X			
Proposal Review and Approvals				
Endorsement Form Approval Signatures (Federal, City and State)	X	X		X*
Endorsement Form Approval Signatures (Everything other than above)	X	X	X	X*
Cost Share		X		X*
Confirm proposal meets sponsor requirements	X	X		
Animal Use and Human Subject Use	X	X		
Indirect Cost Waivers (Rare to none)				X*
Authorized Signature for Rutgers		X		
Number of Proposals Limited by Funder	X	X		X*
Proposal Submission				
Mail, Email, Foundations (as Funder allows) (After full internal review)		X		
Submission via all federal portals (NSF, HRSA, grants.gov, fedconnect, GMS etc.)		X		

* Dean/Chair serving as PI must have endorsement forms signed in the Chancellor's Office. CMBN endorsement forms are signed in the Chancellor's Office
 Indirect cost waiver requests are not encouraged. Any waivers must be approved in the Chancellor's Office.
 If there is interest greater than the submission limit the Chancellor's Office will decide which proposals move forward.
 Institutional cost share must be approved by the Dean/Chancellor's Office.