

QU RESPONSIBILITY MATRIX FOR SPONSORED PROJECTS

<i>RESPONSIBILITY</i>	PI/DEPT	COLLEGE	O&R
Proposal Preparation and Submission:			
Reviews requests for proposals for technical requirements	✓		
Reviews requests for proposals for institutional compliance			✓
Prepare technical proposal	✓		
Assures proposed project is appropriate and in-line with departmental and institutional mission	✓	✓	
Assures proposed project has qualified personnel and adequate space	✓		
Develops initial budget draft to accomplish proposed scope of work	✓	✓	
Reviews budget for appropriated salaries, fringes, tuition, indirect, and escalations			✓
Prepares final version of proposal as required by the sponsor	✓		
Completes Transmittal Form and, as appropriate, and other attachments. Transmits all forms for signatures	✓		
Provides proposal to the OAR at least five working days before the submission deadline	✓		
Provides authorized QU signature			✓
Submits proposals as dictated by the sponsor instructions			✓
Negotiates sponsored research agreements			✓

Regulatory Compliance:			
Prepares and submits protocols for research involving human subjects, animal use, and biosafety hazards	✓		
Approves compliance protocols			REC*
Assures and provides documentation of certification and representations to sponsor	✓		✓
Assures compliance with QU regulations regarding financial disclosure of potential conflicts of interest	✓		✓
Award Negotiation and Establishment:			
Accepts awards on behalf of the Qatar University			✓
Negotiates award terms and condition (publication restrictions, indemnification, intellectual property, governing law, payment terms, financial reporting requirements)			✓
Agrees to all terms and condition as they relate to performance clauses (frequency of technical reports, special professional staff hourly reporting, deliverables, and conditions of termination)	✓		✓
Establishes oracle account in accordance with award documentation			DoF*
Initiates requests for subawards	✓		
Drafts, negotiates and administers all subawards			✓
Ensures sub-awardee is in compliance with sponsor policies	✓		✓
Maintains award database			✓
Managing the Award:			

Completes internal award documents	✓		
Initiates and encumbers personnel transactions	✓		
Assures appropriateness, reasonableness and allowability of expenditures	✓		✓
Provides oversight of sponsored project administration including the review of cost transfers and effort reporting	✓		✓
Initiates request for re-budgeting	✓		
Approves substantive modifications and re-budgeting			✓
Tracks all invoices			✓
Approves payment of sub-awardee	✓		✓
Completes interim reports as required by sponsor	✓		✓
Reporting and Award Close-out	✓		✓
Prepares technical reports and provides other deliverables as required	✓		
Prepares and submits to sponsor financial reports and final invoices as required			DoF
Participates in negotiations when technical reports are incomplete and deliverables are unacceptable to sponsor	✓		✓
Files appropriate close-out documents			✓

*REC – Research Ethical Committee

*DoF – Department of Finance