

Sponsored Project Lifecycle Roles and Responsibilities

Responsible/Involved Party	PI	Unit	OSP	SPS-F	Other Offices	Sponsor
Proposal Development	✓	✓	notify, provide info			
Obtain Compliance Approval(s) if required	✓				ORIA, UCHS, IACUC, IBC, EH&S	
Complete Form 10 (incl. Signatures)	✓	✓				
Deliver Proposal, Copies, and Completed Form 10 to OSP (due 5 business days prior to sponsor deadline)	✓	✓				
Review of Proposal by OSP	questions/ revisions		✓			
Institutional Approval and Proposal Submission for Sponsor Review			✓			
Notification of award			✓			✓
Negotiation of Terms and Conditions	questions/ revisions		✓		CCTEC, Counsel, Risk Mgmt	✓
All compliance approvals received	✓				ORIA, UCHS, IACUC, IBC, EH&S	
Award Accepted			✓			
Award distributed to PI, Department, SPS-F and others			✓			
Request to establish project account / account creation	✓	✓		✓		
Perform Research / Project Scope	✓					
Expend Funds to Support Project	✓	✓		✓		
Project Management (interim reports, compliance renewals, extensions, subcontracts, notifications, etc.)	✓	✓	✓	✓	✓	✓
Final Reporting	Technical		Patent	Fiscal, Equipment		
Project Closeout	✓	✓	✓	✓	✓	✓

GLOSSARY

PI	Principal Investigator	www.research.cornell.edu/vpr/policies/PI-policy.html
OSP	Office of Sponsored Programs	www.osp.cornell.edu
SPS-F	Sponsored Program Services - Financial	http://accounting.cornell.edu/Sponsored_Funds.cfm
Unit	Department, Center, Program, College, BSC	
ORIA	Office of Research Integrity and Assurance	www.oria.cornell.edu
IRB	Institutional Review Board for Human Participants	www.irb.cornell.edu
IACUC	Institutional Animal Care and Use Committee	www.iacuc.cornell.edu
IBSC	Institutional Biosafety Committee	www.ibc.cornell.edu
EH&S	Environmental Health and Safety	www.ehs.cornell.edu
CCTEC	Cornell Center for Technology, Enterprise, and Commercialization	www.cctec.cornell.edu