

Identify Key Roles Needed Within Proposal to Complete Tasks

The attached [Pre Award Proposals Submission Timeline](#) indicates the responsible party for the completion of each task during a proposal submission. The roles are defined as follows:

PI – Principal Investigator (PI) is the individual who leads the research project and takes primary responsibility for its scientific, technical, and administrative aspects. The PI is also responsible for ensuring compliance with all terms and conditions of the grant. In essence, the PI is the main point of contact and the driving force behind the project

SRP Analyst - A Sponsored Research and programs analyst plays a crucial role in assisting researchers and faculty in the process of applying for and managing sponsored funding, including federal grants. They are involved in both the pre-award phase (proposal development and submission) and the post-award phase (award management and compliance).

SOM Approving Unit – Refers to departments within School of Medicine, such as:

- Business Operations
- Human Resource
- Academic Affairs

Non-SOM Unit - Offices outside of School of Medicine. These departments may include.

- Extramural Funds Team (EMF)
- Accounting Units
- Research and Economic Development (RED)
- Sponsored Programs Administration (SPA)