University of Kentucky - Collaborative Grant Services
RACI Matrix

What does RACI stand for?

Responsible   Who is responsible for doing the actual work for the task.
Accountable   Who is accountable for the success of the task and is the decision-maker.
Consulted   Who needs to be consulted for details and additional info on requirements (e.g., subject matter expert).
Informed   Who needs to be kept informed of major updates.

University of Kentucky - Collaborative Grant Services
RACI Matrix

#	Business Process Taxonomy - L2 Process	Business Process Taxonomy - L3 Process	Business Process Taxonomy - L4 Service	Responsible	Accountable	Consulted	Informed
1	Pre-Award Administration	01 Develop Sponsored Project Proposal	Assist in the pre-proposal or LOI process for sponsors that require pre-application submission prior to full proposal	Collaboratives	PI	OSPA	OSPA College/Department Business Officer/Administrator
2	Pre-Award Administration	01 Develop Sponsored Project Proposal	Prepare monthly list of upcoming proposals to OSPA	Collaboratives	Collaboratives	PI	OSPA College/Department Business Officer/Administrator
3	Pre-Award Administration	01 Develop Sponsored Project Proposal	Provide checklist of sponsor requirements based on guidelines for proposal submission	Collaboratives	Collaboratives	OSPA	PI
4	Pre-Award Administration	01 Develop Sponsored Project Proposal	Create timeline to keep faculty member on track for sponsor deadline	Collaboratives	PI	OSPA	OSPA College/Department Business Officer/Administrator
5	Pre-Award Administration	01 Develop Sponsored Project Proposal	Complete and aid in the development of the administrative components of a proposal, including F&A waivers, cost share approvals, and off-campus determinations	Collaboratives	PI	OSPA	College/Department Business Officer/Administrator
6	Pre-Award Administration	01 Develop Sponsored Project Proposal	Develop budget and budget justification for proposal with guidance from the PI and collaborate with other administrators to obtain salary and other required costing information	Collaboratives	PI	OSPA College/Department Business Officer/Administrator	College/Department Business Officer/Administrator
7	Pre-Award Administration	01 Develop Sponsored Project Proposal	Coordinate with any subrecipients to develop and obtain budgetary and administrative documents	Collaboratives	PI	PI OSPA	PI
8	Pre-Award Administration	01 Develop Sponsored Project Proposal	Compile all required documents and ensure compliance with institutional and sponsor-specific policies	Collaboratives	PI	OSPA	PI
9	Pre-Award Administration	02 Review and Submit Application for Sponsored Project Funding	Ensure a review of the final proposal prior to submission based on institutional policies and procedures	Collaboratives	PI	OSPA	PI
10	Pre-Award Administration	02 Review and Submit Application for Sponsored Project Funding	Prepare IAF, including tracking the routing of it and following up to facilitate its completion	Collaboratives	PI	OSPA	College/Department Business Officer/DA
11	Pre-Award Administration	02 Review and Submit Application for Sponsored Project Funding	Coordinate/arrange for prior approvals of ADR and others as needed when internal deadlines are missed for proposal being submitted to OSPA and IAF not being fully routed before proposal submission	Collaboratives	PI College/Department Business Officer/Administrator	OSPA	College/Department Business Officer/Administrator
12	Pre-Award Administration	02 Review and Submit Application for Sponsored Project Funding	Serve as the primary liaison between PIs and OSPA, ensure timeliness of submission, and communicate deadlines	Collaboratives	PI	OSPA	PI OSPA
13	Pre-Award Administration	03 Current and Pending Support or Other Support	Aid in the collection, preparation, and dissemination of Current & Pending documentation for sponsors	Collaboratives	PI	OSPA College/Department Business Officer/Administrator	PI
14	Pre-Award Administration	04 Post-Submission Activities	Advise faculty member of requirements for JIT or other post-submission materials and assist in preparation of response	Collaboratives	PI	OSPA	PI
15	Pre-Award Administration	04 Post-Submission Activities	Ensure a review of the final JIT or post-submission material response prior to submission to OSPA based on institutional pre-award procedures	Collaboratives	PI	OSPA	PI
16	Pre-Award Administration	05 Review and Execute Formal Sponsored Project Awards and Agreements	Support OSPA and RFS with the award set up process through communication and providing updated documentation as needed (including awarded budget updates, setup in college-specific system, etc.)	Collaboratives	PI	College/Department Business Officer/Administrator	OSPA RFS
17	Award Set-Up	06 Establish Sponsored Projects	Review the established award in the financial system for accuracy and submit requests to OSPA and RFS, as needed	Collaboratives	PI	OSPA RFS	PI College/Department Business Officer/Administrator
18	Award Set-Up	06 Establish Sponsored Projects	Facilitate the communication of award terms and conditions, status of award review, and other relevant updates to PIs	Collaboratives	PI	OSPA RFS	PI College/Department Business Officer/Administrator
19	Award Set-Up	07 Establish Subawards	Request outgoing subaward agreement from OSPA and submit all required documentation for review	Collaboratives	PI	OSPA	PI
20	Manage Sponsored Project Spend and Billing	08 Manage Sponsored Project Spend	• Advise PIs and RFS of cost share commitments and potential risks • Monitor and track cost share commitments through the life of the award to ensure commitments are met	Collaboratives	PI	OSPA College/Department RFS	College/Department Business Officer/Administrator
21	Manage Sponsored Project Spend and Billing	08 Manage Sponsored Project Spend	Develop and submit payroll cost transfer requests and documentation through collaboration with BOs and PIs	Collaboratives	PI College/Department	RFS	College/Department Business Officer/Administrator
22	Manage Sponsored Project Spend and Billing	08 Manage Sponsored Project Spend	Develop and submit non-payroll cost transfer requests and documentation through collaboration with BOs and PIs	Collaboratives	PI	RFS College/Department	College/Department Business Officer/Administrator
23	Manage Sponsored Project Spend and Billing	08 Manage Sponsored Project Spend	Ensure cost transfers have been correctly processed and follow up with RFS as needed	Collaboratives	PI	RFS College/Department	College/Department Business Officer/Administrator

#	Process	Activity	Task				
24	Manage Sponsored Project Spend and Billing	08 Manage Sponsored Project Spend	Create and delete non-system generated encumbrances as needed to ensure accurate spend forecasting	Collaboratives	PI	College/Department	College/Department Business Officer/Administrator RFS
25	Manage Sponsored Project Reporting and Compliance	09 Maintain Subawards	Monitor active subcontracts to ensure programmatic progress and compliance	Collaboratives PI	PI	OSPA	College/Department Business Officer/Administrator
26	Manage Sponsored Project Reporting and Compliance	09 Maintain Subawards	Review subcontract invoices for accuracy and address questions regarding payment	Collaboratives PI	PI	OSPA RFS	College/Department Business Officer/Administrator
27	Award Set-Up	10 Maintain Sponsored Projects	Ensure appropriate documentation is maintained to demonstrate compliance with guidelines related to expenditures	Collaboratives College/Department	PI	OSPA RFS	College/Department Business Officer/Administrator
28	Award Set-Up	10 Maintain Sponsored Projects	Coordinate and submit requests to OSPA and RFS for project changes, prior approvals, revisions etc.	Collaboratives	PI	OSPA College/Department RFS	College/Department Business Officer/Administrator
29	Award Set-Up	10 Maintain Sponsored Projects	Serve as liaison between PIs, OSPA and RFS to ensure timeliness of submission for relevant post-award documentation	Collaboratives	PI	OSPA RFS	College/Department Business Officer/Administrator
30	Manage Sponsored Project Reporting and Compliance	11 Sponsored Project Reporting	Monitor budgets and expenses and advise PIs accordingly (e.g., burn rate, budget/expense forecasting, etc.)	Collaboratives	PI	OSPA	College/Department Business Officer/Administrator
31	Manage Sponsored Project Reporting and Compliance	11 Sponsored Project Reporting	Prepare monthly forecast sheets that summarize a faculty member's financial position and track spending per account	Collaboratives	PI	College/Department Business Officer/Administrator	PI College/Department Business Officer/Administrator
32	Manage Sponsored Project Reporting and Compliance	11 Sponsored Project Reporting	Prepare and submit sponsor-required progress reports (RPPRs or other similar reports)	Collaboratives PI	PI	OSPA Collaboratives	OSPA College/Department Business Officer/Administrator
33	Manage Sponsored Project Reporting and Compliance	11 Sponsored Project Reporting	Provide and/or elevate requests to develop other research administration reports as needed to suit faculty and unit needs	Collaboratives	Collaboratives	PI OSPA RIS	RIS Research Analytics SAP Support
34	Manage Sponsored Project Reporting and Compliance	11 Sponsored Project Reporting	Prepare/submit required equipment and small business subcontracting reports	Collaboratives	PI	OSPA	OSPA
35	Sponsored Project Closeout	12 Execute Closeout Activities	• Review grant financials prior to the submission of sponsor-required reports • Discuss potential for carryforward requests and/or deficits with the PI and coordinate the process with OSPA and RFS	Collaboratives	PI	OSPA College/Department RFS	College/Department Business Officer/Administrator
36	Sponsored Project Closeout	12 Execute Closeout Activities	Provide required documentation needed for invoicing or reporting to RFS as required by award/sponsor	Collaboratives College/Department	PI	RFS	RFS
38	Manage Sponsored Project Reporting and Compliance	13 Compliance Reporting	Communicate payroll confirmation policies to PIs/research staff, and partner with PIs to distribute/track the process	Collaboratives College/Department	PI	RFS	PI College/Department
40	Manage Sponsored Project Reporting and Compliance	13 Compliance Reporting	Coordinate with faculty, College, and OSPA to collect and disseminate leave of absence/MOU information and manage any changes to active projects and pending awards	Collaboratives PI	PI	OSPA College/Department RFS	OSPA RFS