

**Shared Research Administration Responsibilities
Office of Sponsored Programs (pre-award) and
Office of Post Award Administration (post-award)**

	OSP	OPAA	Other
Determine whether proposal is research, research training or other sponsored activity	X		
Approve proposals on behalf of OSU	X		
Approve revised budgets	X		
Approve PI changes	X		
Approve transfers into OSU	X		
Approve transfers out of OSU		X*	
Approve requests for change in scope	X		
Approve Editorships and Service/Testing Agreements			PaCS (Bus. Ser.)
Accept awards on behalf of OSU	X		
Negotiate awards	X		
Write and negotiate subawards	X		
Review and approve subawardee invoices		X	
Negotiate and approve confidentiality agreements*	X**		Tech. Transfer
Negotiate and approve material transfer agreements			Tech. Transfer
Set up awards		X	
Approve rebudgeting		X ¹	
Approve no-cost extensions	X ²	X	
Confirm that cost sharing (if specifically listed in award) matches proposed amount	X ³	X ⁴	
Contacting sponsor if cost sharing listed in award does not match what was proposed	X ³	X ⁴	
Confirming on-campus/off-campus status of leased buildings			Cost Analysis (Bus. Aff.)
Significant Changes in Effort		X	

* May also involve counter-signature by OSP

**This function is shared with Tech. Transfer; depends if confidentiality agreement relates to a proposal

¹Approval of award rebudgeting within the F&A category would also be included here

²Some sponsors require a signature by OSP on formal agreement modifications

³Applies when award requires an acceptance signature

⁴Applies when award does not require an acceptance signature