Roles & Responsibilities

The following is intended to provide a broad overview of the distribution of workload within the Office of Sponsored Research (OSR). Please consult the Find Office Responsible tool or the Responsibility Matrix for a detailed breakdown of responsibilities.

**Research Management Services (RMS)** and your Research Services Coordinator (RSC) are responsible for supporting all **federal and nonprofit grants** from proposal through awarding, including:

- Compiling and submitting grant proposals, including budget development
- Accepting and negotiating awards where the prime source of funding is a grant
- Supporting awards, including outgoing subcontracts and progress reports
- Communication and collaboration with sponsors and internal administrative services

*For more on the services provided by RMS, please visit the RMS Our Offices page or contact your Research Services Coordinator.*

**Government and Business Contracts (GBC)** and your GBC Specialist are responsible for overseeing **contracts with federal, state, municipal or foreign governments** from proposal through awarding, as well as consultation on **business contracts**. These services include:

- Compiling and submitting contract proposals, including budget development
- Negotiating and accepting contracts
- Negotiating and accepting subaward agreements where the prime source of funding is a contract
- Negotiating **business agreements** including:
  - Training Affiliation Agreements (TAA)
  - Clinical Professional Service Agreements (PSA)
  - Non-Clinical Service Agreements
- Central reporting of research administration data

*For more on the services provided by GBC, please visit the GBC Our Offices page or contact your GBC Specialist.*
For Industry Contracts, visit Office of Innovation, Technology & Alliances (ITA).

Keywords
Roles and Responsibilities

Source URL: http://osr.ucsf.edu/roles-responsibilities