RESPONSIBILITY MATRIX

SPONSOR TYPE (*SP Type*) If Flow-Through: Use Prime Funding Source	EXAMPLE	AGREEMENT TYPE	PURPOSE TYPE	Responsible Office	Intake Contact
01 Federal Government		Grant / Fellowship / Cooperative Agreement/ Subcontract to SBIR/STTR	Research / Public Service / Clinical Trial /Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
01 Federal Government		Contract / IPA / JPA / CRADA/ Inter-agency Agreements	Research / Public Service / Clinical Trial /Instruction / Equipment / Other Sponsored Activity	Government Team	gbcinfo@ucsf.edu
02 State Government		CMA, Flow-thru CMAs, Inter-agency Agreements, or other Contract except CIRM	Research / Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Government Team	gbcinfo@ucsf.edu
02 State Government		Grants*** and all CIRM matters and Song Brown and HCAI grant matters	Research/ Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
Local City/County Government		Contracts	Research/ Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Government Team	gbcinfo@ucsf.edu
03 Other Government Agency	European Commission, International, World Health Organization (WHO), etc.	Contract	Research / Public Service / Clinical Trial / Other Sponsored Activity / Instruction	Government Team	gbcinfo@ucsf.edu
03 Other Government Agency	International, World Health Organization (WHO), etc.	Grant / Cooperative Agreement / Fellowship ***	Research/ Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity / Instruction	Proposals and Grants	Find My Support
04 Business/Profit Entity		Contract / Grant / Fellowship / Unfunded Research Collaboration, Material Transfer Agreement (MTA), Data Use Agreement (DUA), Confidentiality Disclosure Agreement (CDA)	Research / Public Service/ Other Sponsored Activity	ICD	ICD Contact Us
Business/Profit Entity		Contract / Grant	Clinical Trial	ICD/OCTA	OCTA Contact Us
05 Non-Profit, Business Related	PCORI, International AIDS Society, etc.	Grant / Contract / Cooperative Agreement / Fellowship	Research / Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
06 Foundation/Charitable Trust	Bill and Melinda Gates Foundation	Grant / Contract / Cooperative Agreement / Fellowship	Research / Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
07 Other Charitable Organization	American Cancer Society	Grant / Contract / Cooperative Agreement / Fellowship	Research / Public Service / Clinical Trial / Instruction / Other Sponsored Activity	Proposals and Grants	Find My Support
08 Higher Education	Stanford University	Grant / Contract / Cooperative Agreement / Fellowship	Research / Public Service / Clinical Trial /Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
13 Major UC DOE Laboratories		Incoming subcontracts only	Research / Public Service / Clinical Trial /Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
14 UC Campuses and Programs	UC Special Programs	Grant / Cooperative Agreement / Fellowship	Research / Public Service / Clinical Trial /Instruction / Equipment / Other Sponsored Activity	Proposals and Grants	Find My Support
99 Unassigned		**SPONSOR HAS NOT BEEN ASSIGNED A CATEGORY.** Please contact Data Managers via OSRDataTeam@ucsf.edu		TBD	
N/A **All Sponsor Types (Mainly hospitals and clinics)**		Contract	(UCSF Provided) Professional Service Agreements - inc. Clinical, Clinical Management Services, Medical Director Agreements	**Business Contracts**	orbusinesscontracts@ucsf.edu
N/A **All Sponsor Types (Mainly, schools, hospitals and clinics)**		Training Affiliation Agreements	Education Enterprise	**Business Contracts**	orbusinesscontracts@ucsf.edu
N/A All Sponsor Types		Service Contracts with approved BRM rates	External Recharge, Core Lab Service, Other Sales & Service with approved BRM Rate, Educational Enterprise	**Business Contracts**	orbusinesscontracts@ucsf.edu
01 **Federal Government**		**eRAcommons/NIH Data Use Agreement ******	**All Purpose Types**	**Proposals and Grants**	Find My Support
N/A All Sponsor Types		**Business Associate Agreement**	**Research / Public Service / Clinical Trial / Instruction / Other Sponsored Activity**	****Depending on sponsor type and activity type**	Find My Support
N/A **All Sponsor Types**		**Unfunded Research Collaboration, Material Transfer Agreement (MTA), Data Use Agreement (DUA), Confidentiality Disclosure Agreement (CDA)**	**Research / Public Service / Clinical Trial / Other Sponsored Activity**	*ICD/OTM, send to MTA@ucsf.edu	ICD Contact Us

INSTRUCTIONS TO LOCATE THE SPONSOR TYPE IN CACTAS:
Log in to CACTAS, Go to *Accounts* (Sponsor information) section and look for SP Type (Sponsor Type).
Look up Sponsor Type on the chart above to identify the office that is responsible for the award.

*If an MTA/DUA is required for a project and is embedded/attached in an agreement, the specialist reviewing that agreement will also review the MTA/DUA.
**The BAA belongs with the contract to be executed (see above responsibility matrix).
***If Proposal and Grants Division is responsible, please consult Government Team as a resource (GBCinbox).

**** Proposal and Grants Division is responsible for dbGAP and Genomic Data Sharing. For non-dbGAP and Genomic Data Sharing Federal DUA, that require submission by an AOR (as listed in eRACommons or IC specific sign off requirement). Proposal and Grants Division will own the record and submit to sponsor after ICD review. ***See procedure on the OSRintranet - Guidance for Federal Data Use Agreements.* **OSR Awards/Contracts Specialists** will review the MTA/DUA if it is required for a project and is embedded/attached in an agreement.

Last updated: 10/24/2023