

SPONSOR TYPE (SP Type) If Flow-Through: Use Prime Funding Source		RESPONSIBILITY MATRIX			
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	qbcinfo@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	qbcinfo@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	
03 Local City/County Government	Contracts	Research/ Public Service / Clinical Trial / Instruction / Equipment / Other Sponsored Activity	Government Team	qbcinfo@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	qbcinfo@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	
04 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 / Unfunded Research Collaboration	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 (GBCinabox).

**** 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.