

# Roles and Responsibilities

## *of SPS Post Award & Business Office Post Award*

Are you a staff or faculty member curious to understand the differences between Sponsored Program Services Post Award and the Business Office Post Award?

**Both parties are here to help service Post Award, however, they have different roles and responsibilities.**

### Roles and Responsibilities

SPS Post Award	Business Office Post Award
<ul style="list-style-type: none"><li>• Providing advice regarding federal regulations and sponsored guidelines</li><li>• Just In Time requests</li><li>• Sponsor reporting (financial, property, patent)</li><li>• Assisting with Technical Support Submission</li><li>• Account setup</li><li>• Account Closing</li><li>• Billings</li><li>• Subcontract monitoring</li><li>• Providing guidance on allowability for each sponsor award</li><li>• Audits/reviews</li></ul>	<ul style="list-style-type: none"><li>• Day to day account management</li><li>• Dashboards and account balances</li><li>• Grant projections and financial forecasts</li><li>• Monitors expenditures</li><li>• Effort reporting</li><li>• Fiscal oversight</li><li>• Facilitating procurement activities</li><li>• Facilitating employment actions</li><li>• Managing faculty allocations</li><li>• Advising about university policies and procedures</li></ul>

### First Point of Contact

As a principal investigator, your first point of contact **should be** your business office.

Your business office will partner with SPS Post Award to facilitate your sponsored project from account setup through closeout.

### Unsure about Your Business Office’s Contact?

If you are unsure about your business office support staff’s contact information, please refer to the [Generic Business Office Email Lookup](#). Once prompted, you may enter your school in the field titled, “Cost Name”. This should generate the generic email address for your school.

### SPS Contacts

To look up contacts in SPS Post Award, click the [Post Award Team Contacts](#) link.

Refer to the [Who to Contact in Post Award](#) infographic to learn more about who to get in touch with in Post Award.