University of Kansas
Shared Service Centers
Scope of Services: Research

Process Name	PI Responsibility	SSC Responsibility	KUCR Responsibility
Award Setup, Modifications, Adjustments • Provisional Requests • Award Setup • Budget Adjustments • No Cost Time Extension	• Communicate need and justification for provisional account • Review award terms and conditions • Prepare no cost extension justifications • Provide rationale for rebudget requests as necessary	• Facilitate chair approval of provisional accounts; submit request for provisional to KUCR • Inform PI of any non-standard terms and conditions • Recommend budget adjustments to PI; facilitate creation of budget adjustment forms • Submit no cost extension requests to KUCR	• Approve provisional accounts • Perform award setup and issue budget summaries • Identify non-standard terms and conditions during award setup • Issue/Modify subcontracts • Process all award modifications and budget adjustment requests • Submit no cost extension requests to agency • Submit non-competing time and funds requests to agency
Allowability Review and Expenditures • Purchasing • Paying Subcontractors • Cost Share • Payroll • Fellowships • Graduate Students/Tuition • Cost Transfers	• Select items for purchase • Allocate expenditures to projects • Ensure cost share commitments are fulfilled • Identify fellowship recipients • Notify SSC of changes in workforce	• Initial allowability review for all transaction types • Serve as approval delegate on behalf of PI (if applicable) • Complete appropriate form to process transactions (KUPPS requisition, fellowship form, cost transfers, etc.)	• Final allowability review • Approve delegation of authority • Citizenship and Tax Issues • 720/721 Recon/Reimb • Posting charges to grants
Award Monitoring • Monthly Financial Reports • Budget Monitoring • Subcontract Monitoring • Effort Reporting	• Review monthly reports for accuracy • Ensure and confirm satisfactory subcontract progress is being made • Review and approve effort certifications	• Generate and review monthly financial reports (including projections when FMW is available) • Notify PI of project end at 90 and 30 days out; facilitate no cost extensions if required • Assist with subcontract plan implementation • Distribute/track effort certs	• Create/Implement formal subcontractor plans • Monitor burn rates • Create effort certifications

Process Name	PI Responsibility	SSC Responsibility	KUCR Responsibility
PI Changes • PI Absence or Change in Effort • PI Change and/or Departure	• Notify department chair and SSC timely • Complete separation checklist • Submit required reports to agency	• Send PI separation checklist • Complete payroll forms • Pay final bills • Monitor award balance and communicate spending projections to KUCR • Prepare agency notification letters for approval and submission by KUCR	• Submit official agency notifications regarding relinquishments, PI changes, or changes in PI effort. • Issue and distribute revised budget summaries
Project Closeout	• Prepare and submit final report to agency	• Review expenses for allowability; prepare cost transfers if necessary • Submit payroll changes • Send final closeout notification to KUCR and PI	• Process cost transfers • Submit final financial report/invoice/draw to agency • Process fixed price closeouts • Change project status to closed