

## UPMC HCC Responsibility Chart

### [Acronyms, Systems & NIH ICs](#)

Process	Pre-Award Responsibilities	Post-Award Responsibilities	HCC Coordinator Responsibilities
<b>NIH RPPR (Interim)</b>	<ul style="list-style-type: none"> <li>Email PI &amp; admin ahead of deadline</li> <li>Email Post-Award Specialist for required documents</li> <li>Set up PERIS FP record</li> <li>Coordinate publications with admin</li> <li>Coordinate HSCT requirements with admin and/or regulatory team</li> <li>Complete required components in eRA Commons</li> <li>Submit FP record for internal review</li> <li>Work with PI to ensure proper routing in eRA commons &amp; PI certification in PERIS</li> <li>Confirm submission for all parties</li> <li>If AA required, add to PERIS Mod Tracker for HCC Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Prepare budget with PI &amp; complete budget allocation</li> <li>Complete All Personnel Report</li> <li>Provide unobligated balance details</li> <li>Work with outgoing subaward &amp; provide required info &amp; docs</li> <li>Confirm non-HCC budget and obtain departmental approvals and documents per RPPR procedure</li> <li>Make sure compliances are updated and saved</li> </ul>	<ul style="list-style-type: none"> <li>Review HCC OS requirements and finalize OS for HCC faculty</li> <li>Submit AA Request, if needed</li> <li>Save OS documents for HCC key personnel in RPPR folder</li> </ul>
<b>NIH RPPR (Final/Closeout)</b>	<ul style="list-style-type: none"> <li>No pre-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Complete All Personnel Report</li> <li>Work with PI and OSP to ensure submission of FRPPR</li> <li>Work with PI and OSP to confirm submission of FIS</li> <li>Work with SPA to confirm submission of FFR</li> </ul>	<ul style="list-style-type: none"> <li>Review PERIS MOD Tracker and submit AMR in PERIS for closeout docs</li> </ul>
<b>Incoming Subaward RPPR Request for Information (no signed docs)</b>	<ul style="list-style-type: none"> <li>No pre-award actions</li> <li>Requests received by pre-award will be forwarded to Post-Award Specialist for completion</li> </ul>	<ul style="list-style-type: none"> <li>Create RPPR folder in grant pre-award folder</li> <li>Prepare budget with PI &amp; complete budget allocation</li> <li>Confirm non-HCC budget and obtain departmental approvals</li> <li>Make sure compliances are updated and saved</li> <li>Provide requested information and/or documents to sponsor</li> <li>Gather OS documents (HCC from HCC Coordinator, non-HCC from department)</li> </ul>	<ul style="list-style-type: none"> <li>Review HCC OS requirements and finalize OS for HCC faculty</li> <li>Submit AA Request, if needed</li> </ul>

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		<ul style="list-style-type: none"> <li>• If AA required, add to PERIS Mod Tracker for HCC Coordinator</li> </ul>	
<b>Incoming Subaward RPPR Request for Information (requires signed docs)</b>	<ul style="list-style-type: none"> <li>• Create RPPR folder</li> <li>• Coordinate request with Post-Award Specialist and HCC Coordinator</li> <li>• Create and route AMR in PERIS for OSP signature</li> <li>• Submit all final docs (including signed doc) to sponsor</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare budget with PI &amp; complete budget allocation</li> <li>• Confirm non-HCC budget and obtain departmental approvals</li> <li>• Make sure compliances are updated and saved</li> <li>• Provide requested information and/or documents to pre-award (i.e., All Personnel report)</li> <li>• Gather OS documents (HCC from HCC Coordinator, non-HCC from department)</li> <li>• If AA required, add to PERIS Mod Tracker for HCC Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Review HCC OS requirements and finalize OS for HCC faculty</li> <li>• Submit AA Request, if needed</li> </ul>
<b>Other Support Review</b>	<ul style="list-style-type: none"> <li>• Complete pending OS entry for each submission</li> <li>• Submit OS pending entries to HCC Coordinators</li> <li>• Submit OS pending entries for subaccount waivers to HCC Coordinators</li> <li>• Provide updates to HCC Coordinators as needed</li> <li>• Review pending OS questions</li> </ul>	<ul style="list-style-type: none"> <li>• Review active OS entries for accuracy</li> <li>• Notify HCC Coordinators of updates/changes to OS</li> <li>• Assist with effort adjustments if needed for OS / JIT</li> </ul>	<ul style="list-style-type: none"> <li>• Update working OS document with regular changes (pending &amp; active)</li> <li>• Review OS upon request</li> <li>• Review OS at regular intervals</li> <li>• Coordinate review with post-award</li> <li>• Coordinate review with pre-award</li> <li>• Coordinate with faculty for OS review and approval</li> <li>• Obtain DocuSign on final OS documents</li> <li>• Save &amp; submit final documents</li> </ul>
<b>Incoming Subaward (New)</b>	<ul style="list-style-type: none"> <li>• Move FP to AWD (Active or AA)</li> <li>• Create AWARD DOCS folder</li> <li>• Review agreement from sponsor</li> <li>• Complete Attachment 3B</li> <li>• Share agreement with pre- and post-award</li> <li>• Prepare budget with PI &amp; complete budget allocation</li> <li>• Save compliance docs (IRB, IACUC, etc.) in AWD folder</li> </ul>	<ul style="list-style-type: none"> <li>• No post-award actions until activation report is distributed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete PERIS AWD record &amp; add required attachments</li> <li>• Complete &amp; upload CITI COI table</li> <li>• Add AWD# to AWD folder, if needed</li> <li>• Notify OSP of AWD record completion</li> </ul>

Process	Pre-Award Responsibilities	Post-Award Responsibilities	HCC Coordinator Responsibilities
	<ul style="list-style-type: none"> <li>Confirm non-HCC budget and obtain departmental approvals</li> <li>Follow through to confirm FE subaward</li> <li>Distribute FE subaward all parties</li> </ul>		
<b>Incoming Subaward (Modification)</b>	<ul style="list-style-type: none"> <li>Create AWARD DOCS MOD folder, if needed</li> <li>Review modification from sponsor and confirm post-award approval</li> <li>Complete Attachment 3B, if needed</li> <li>Confirm information is in AMR folder</li> <li>Enter information into PERIS AMR tracker</li> <li>Confirm HCC Coordinator distributes FE subaward</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up with sponsor for modification and submit to pre-award upon receipt, as needed</li> <li>Create AWARD DOCS MOD folder, if needed</li> <li>Develop budget with PI &amp; complete budget allocation</li> <li>Save updated compliances (IRB, IACUC, etc.) in AWD folder</li> <li>Review modification to confirm it is as anticipated</li> </ul>	<ul style="list-style-type: none"> <li>Submit AMR in PERIS</li> <li>Track status of AMR through SVCHS RAO</li> <li>Track status of agreement with OSP</li> <li>Share email updates with pre-award</li> <li>Complete MOD upon OSP creation</li> <li>Save FE in NOA folder and distribute to pre- and post- award</li> </ul>
<b>Requesting Subaccounts (New activations)</b>	<ul style="list-style-type: none"> <li>Prepare budget &amp; complete budget allocation</li> <li>Confirm non-HCC budget &amp; obtain departmental approvals, if needed, during activation process</li> </ul>	<ul style="list-style-type: none"> <li>No post-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Submit PRISM request for subaccount(s) during activation process for HCC and non-HCC subs</li> </ul>
<b>Requesting Subaccounts (Mid-project period)</b>	<ul style="list-style-type: none"> <li>No pre-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Prepare budget &amp; complete budget allocation</li> <li>Confirm non-HCC budget &amp; obtain departmental approvals, if needed</li> <li>Submit PRISM request for subaccount(s) for HCC and non-HCC subs</li> </ul>	<ul style="list-style-type: none"> <li>Submit PRISM request for subaccount(s) <b>if requested by POST-AWARD SPECIALIST with documentation provided</b></li> </ul>
<b>BMRs</b>	<p>Requests BMR from HCC Coordinator for:</p> <ul style="list-style-type: none"> <li>New award activation</li> <li>New supplement activation</li> <li>New account number for continuations / new account #s annually</li> <li>New account number for MYF funded awards</li> </ul>	<p>Requests BMR from HCC Coordinator for:</p> <ul style="list-style-type: none"> <li>Add-Ons (new year of funding with same account number, continuing resolution, carryover etc.)</li> <li>Adjustments to advance account when switching to active (de-obligations, increase, etc.)</li> <li>Carryover budget adjustments</li> </ul>	<ul style="list-style-type: none"> <li>Processes BMR requests received from Pre- and Post- award</li> </ul>

Process	Pre-Award Responsibilities	Post-Award Responsibilities	HCC Coordinator Responsibilities
<b>Outgoing Subawards (New)</b>	<ul style="list-style-type: none"> <li>Request final documents from subaward site (budget, justification, SOW, compliance)</li> <li>Ensure PI submits HCC Subaward Form</li> <li>Submit MyRA request</li> <li>Track until full completion of Agreement</li> <li>Confirm FE subaward for all parties</li> </ul>	<ul style="list-style-type: none"> <li>No post-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Enter request into MyRA upon receipt of HCC Subaward Form</li> <li>Update MyRA Tracker and Current Subawards File</li> <li>Create PO form and submit to Purchasing</li> </ul>
<b>Outgoing Subawards (Modification)</b>	<ul style="list-style-type: none"> <li>Submit MyRA request</li> <li>Track until full completion of Agreement</li> <li>Confirm FE subaward for all parties</li> </ul>	<ul style="list-style-type: none"> <li>Finalize subaward budget and ensure site compliance is current, if applicable</li> <li>Submit <a href="#">HCC Amendment Form (Current)</a> form</li> </ul>	<ul style="list-style-type: none"> <li>Enter request into MyRA once HCC Amendment form is received</li> <li>Update MyRA Tracker and Current Subawards Files</li> <li>Create/Update PO form and submit to Purchasing</li> </ul>
<b>Outgoing Subawards (Mid-project period)</b>	<ul style="list-style-type: none"> <li>Ensure PI submits HCC Subaward Form</li> <li>Submit MyRA request</li> <li>Track until full completion of Agreement</li> <li>Confirm FE subaward for all parties</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all Sponsor approvals are in place, if applicable</li> <li>Finalize budget, SOW, site compliance, if applicable, etc</li> <li>Submit <a href="#">HCC Amendment Form (Current)</a> form</li> </ul>	<ul style="list-style-type: none"> <li>Enter request into MyRA once HCC Amendment form is received</li> <li>Update MyRA Tracker and Current Subaward Files</li> <li>Create/Update PO form and submit to Purchasing</li> </ul>
<b>Other/Service Agreements</b>	<ul style="list-style-type: none"> <li>Review Service agreement requests</li> <li>Work with Admin, Post-Award Specialist and PI to complete</li> <li>Submit request in Contracts+</li> <li>Track until full completion</li> </ul>	<ul style="list-style-type: none"> <li>Review Service agreement requests</li> <li>Work with PI, Admin and Pre-Award to move forward</li> </ul>	<ul style="list-style-type: none"> <li>Create/Update PO form and Submit to Purchasing</li> </ul>
<b>Outgoing Subaward Invoices</b>	<ul style="list-style-type: none"> <li>No pre-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Address HCC Coordinator and/or PI questions</li> <li>Follow-up with non-responsive PIs, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Subaward Invoice mailbox</li> <li>Review invoices from subaward sites</li> <li>Obtain PI approval for invoice payment</li> <li>Complete IPR form and submit to purchasing</li> </ul>
<b>Grant Closeout</b>	<ul style="list-style-type: none"> <li>No pre-award actions</li> </ul>	<ul style="list-style-type: none"> <li>Confirm Effort with PI/Complete SPAR</li> <li>Post-Award Specialist submits closing to SPA</li> <li>Track trailing expenses to \$0</li> </ul>	<ul style="list-style-type: none"> <li>Track trailing expenses to \$0</li> </ul>

Process	Pre-Award Responsibilities	Post-Award Responsibilities	HCC Coordinator Responsibilities
<b>Activation Reports</b>	<ul style="list-style-type: none"> <li>• Run daily PRISM report</li> <li>• Enter information into activation tracker</li> <li>• Finalize checklists</li> <li>• Log activations into Activation List</li> <li>• Add to AGL</li> <li>• Submit PS# requests to Gen Accounting</li> <li>• Submit Incentive requests to Personnel</li> <li>• Submit activation reports to Post-Award Specialist</li> <li>• Initiate Kick-Off Meeting, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activation checklist upon receipt</li> <li>• Confirm Effort with PI</li> <li>• Update PBCS and PI memo</li> </ul>	<ul style="list-style-type: none"> <li>• Create checklist and add attachments</li> <li>• Email account numbers to PIs/POST-AWARD SPECIALISTS</li> <li>• Update OS documents</li> </ul>
<b>Carryover and NCE Requests</b>	<ul style="list-style-type: none"> <li>• No pre-award actions</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare required documents &amp; save in folder</li> <li>• Enter request into PERIS Mod Tracker</li> </ul>	<ul style="list-style-type: none"> <li>• Create AMR request</li> <li>• Follow-through AMR</li> <li>• Complete MOD If needed</li> <li>• Confirm submission to sponsor</li> <li>• Confirm completion to all parties</li> </ul>
<b>NIH MYF Funded Projects</b>	<ul style="list-style-type: none"> <li>• Activation reports processed like accounts receiving new #s annually</li> <li>• Ensure anticipated RPPPR deadline is included on Future List</li> </ul>	<ul style="list-style-type: none"> <li>• Close-out prior year account, if applicable</li> <li>• Track FFR with SPA and transfer balance from prior document number to current document number, if applicable</li> <li>• Follow Post-Award responsibilities for interim RPPR process</li> </ul>	<ul style="list-style-type: none"> <li>• No coordinator action</li> </ul>