

## The SPOCs

### Roles and Responsibilities of the ORS/Campus Single-Points-of-Contact

I. ORS SPOCs are tasked to help ensure that communications between ORS and departments are distributed to everyone *within* the department if they need to know something about a sponsored project ---

<b>Communication between ORS and SPOCs – Closing the Loop</b>		
<b>Sponsor Requests:</b>	<b>Awards:</b>	<b>Post-award:</b>
ORS notifies PI + SPOC when they receive a just-in-time request from a sponsor	ORS sends award email to PI, all co-PIs and all related SPOCs (see flow charts)	ORS sends Subrecipient Monitoring form to PI and SPOC
SPOC coordinates with PI to get the revised budget and other required materials ready	SPOC forwards award email to all other administrators/ grant managers who are not SPOCs but need to know	SPOC forwards Subrecipient email to all other administrators/grant managers who are not SPOCs but need to know
SPOC sends required materials to ORS for review and signature	SPOC downloads copies of award for anyone who does not have access to SPS	ORS sends emails regarding late progress reports or final reports to PI and SPOC
ORS signs and returns to SPOC to send or sends/submits the materials—depends	ORS sends email to PI and SPOC if compliance requirements are not up to date for PI or co-PIs – RCC and COI	SPOC forwards late report email to all other administrators/grant managers who are not SPOCs but need to know
	SPOC forwards compliance email to all other administrators/grant managers who are not SPOCs but need to know	ORS sends emails regarding final invention reports to PI and SPOC
		SPOC follows up with PI to ensure report is returned to ORS

**II.** ORS SPOCs are also tasked to help ensure that communications *between* departments go smoothly, either providing information or identifying the person in the department who can provide the needed information ---

<b>Communications between Departments – Facilitating Collaborations</b>		
<b>Proposal Preparation:</b>	<b>Awards:</b>	<b>Post-award:</b>
SPOCs provide institutional base salary for faculty and staff in department	SPOC (of the owning org) works with other SPOCs to coordinate and gather revised budgets for all involved departments	SPOC (of the owning org) works with PI and other SPOCs to gather information for subrecipients, progress reports, invention disclosures, etc.
Confirm available effort	SPOC (of the owning org) notifies other department SPOCs who have faculty on award with RCC or COI requirements	
Provide appointment type and title		
Provide PI status approval if needed		