

## Training Grant Roles & Responsibilities agreement

Award Number

Program PI

Role	Executive Committee			Training Grant Administrator
	Grant Contact PI	Grant Co-PI	Grant Co-PI	
Shareholder	Name	Name	Name	Name
Recruitment Materials/ Advertising	R	A	I	C
Program Kickoff Meeting	R	R	R	R
Recruiting Activities - visits	R	C	I	
Call for Applications - Application	R/A	A	A	
Call for Applications - Deadline Decisions	R	A	A	
Call for Applications - Online Application	A	A		
Call for Applications - Dissemination	A			
Call for Applications - Eligibility/ Diversity Survey	I	I	I	R
Application Reviewers - Duties & Responsibilities meeting	R	A		
Application Review - Selection Committee Coordination				
Application Review - Finalist Selection	R	R		
Applicant Selection - Finalist Interviews	R	R	A	
Selection Committee - Final Recommendation	R	R	I	
Executive Committee - Final Decision	R	R	R	
Applicant Selection - Offer Letters / Regret Letters	A	A	I	A
Hiring Process - CSU	I			
Hiring Process - Xtrain Appts/ Terminations	A			R
Onboarding - Orientation Schedule	R/A	R/C		
Program Schedule/Activities	R/A	R/C		
Event Planning	A	C		
Fiscal - Travel Arrangements	I			
Fiscal - Purchasing	R/ C			
Fiscal - Tuition Payment				
Fiscal - Oversight	I			R
Grant Compliance	I			R
Annual Trainee Reports	I			R
Trainee IDPs	C			
Mentor Agreements	C			
Trainee Records	I		I	R
Trainee/ Outcomes Tracking	I		R	R
Grant Progress Reports	R	A	A	R
Program Evaluation	C	C	R	R
Offboarding - Xtrain Appts/ Terminations	R			R

**R**

**Responsible**

- Who is/will be doing this task?
- Who is assigned to work on this task?

**A**

**Accountable**

- Who is going to approve/not approve it?
- Who has the authority to take decision?

**C**

**Consulted**

- Anyone who can tell me more about it?
- Any stakeholders already identified?

**I**

**Informed**

- Anyone whose work depends on this task?
- Who has to be kept updated about the prog

Training Grant Admin Support	Training Grant Coordinator	Fiscal Officer	OSP	Advisory Committee	Selection Committee	NIH Grants Management Specialist	NIH Program Officer
Name	Name	Name			2023 tbd	Name	Name
	R	I	I		I		
	R	R	R				
R	R	C					
	R						
	R						
	R						
	R						
	R						
	R						
R	R				R		
					R		
	I				R		
	I				R		
	I				I		
	R	A		I			
	C/I	C					
	R					R	C
	R						
	R						
R	R	C	A				
R	R	C	A				
R	R	A/C	A				
	C/I	A/C					
	I	R	A			R	C
	I	R	A			C	R
	R						
	I						
	I						
	R						
	R						
	R					R	I
	R			C			I
	R					R	I



ress?

Trainee Mentors	Trainees
Names	Names
<b>C</b>	<b>R</b>
<b>R</b>	<b>R</b>
<b>R</b>	<b>R</b>
<b>R</b>	<b>R</b>
<b>C</b>	<b>C</b>
<b>C</b>	<b>R</b>