

**Research Operations
Team Roles and Responsibilities**

	Pre-Award	Research Finance	Research Information	Clinical Trial Office	Contact Information
Account Setup		X		X	Contact Sheet
Agreements (BAA, CDA, ICC, etc.)	X			X	Will.Mcintire@bmc.org
Audits		X			Research.Finance@bmc.org
BU Payroll		X			Hong.Nguyen@bmc.org
Budget Management		X		X	Contact Sheet
Carry Forward		X			Contact Sheet
Cash Management - A/R		X			Contact Sheet
Change of PI		X		X	Contact Sheet
ClinCard				X	CTO@bmc.org
Clinical Trial Study Initiation (Includes Budget Development, CTAs, and Medicare Coverage Analysis)				X	Contact Sheet
Closeouts		X		X	Contact Sheet
Compliance Protocols	Prior to submission	After award for ongoing compliance			Contact Sheet
Cost Transfers & Journal Entries		X		X	Contact Sheet
Deficit Management		X		X	Contact Sheet
Discretionary Account Setup		X		X	Contact Sheet
Equipment		X			Research.Finance@bmc.org
Federal Rate Proposals		X			Tyler.Flack@bmc.org
FFATA Reporting	X				Matteus.Demelo@bmc.org
Financial Reports		X			Contact Sheet
Grant Application Review	X				Contact Sheet
Grant Submission	X				Contact Sheet
International Wires		X			Contact Sheet
Invoicing		X		X	Contact Sheet
Just-In-Time	X				Contact Sheet
LOC Draw & PMS Report		X			Joanna.Senteno@bmc.org
Monthly Roll and Non-Competes		X			Contact Sheet
No Cost Extensions		X		X	Contact Sheet
Notice of Award	X				Grants.Admin@bmc.org
Pre-Notification Account Setup		X			Contact Sheet
Prior Approvals		X			Contact Sheet
Program Income		X			Contact Sheet
Progress Reports	X				Contact Sheet
Purchase Orders (excluding POs for Subs)		X			Contact Sheet
Residual Balance		X		X	Contact Sheet
Service Centers					Research.Finance@bmc.org
Site Visits		X			Tyler.Flack@bmc.org; Joanna.Senteno@bmc.org
Space Survey		X			Tyler.Flack@bmc.org
Subcontracts - MOA/MOAA	X				Matteus.Demelo@bmc.org
Subrecipient Monitoring/Invoicing	Risk Assessment	Sub Invoice Review and Payment Process			bmcsubinvoicing@bmc.org
System User Requests (VelosCT, InfoEd)			X		RBI@bmc.org
Time and Effort Certification		X			Joanna.Senteno@bmc.org
Travel Advance/Per Diem		X			Contact Sheet
Website Maintenance			X		RBI@bmc.org

Update: 6/26/2019