JOB AID

Northwestern | RESEARCH
SPONSORED RESEARCH

CAPSULE ROLES ACROSS THE SPONSORED PROJECT LIFECYCLE

This job aid aligns the roles of the Sponsored Research Capsule team members with the corresponding activities in the Sponsored Project Lifecycle.
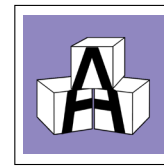
ALL proposals should start with an InfoEd record. Click here to access the **Getting Started Guide: Proposals in InfoEd** for more more information. The InfoEd record will also reflect who is working on your proposal or award in the status history, once it has been submitted into workflow.

	Proposal Development & Submission	Award Negotiation & Acceptance	Award Set-Up	Award Management
Assistant SRO	Reviews and submits proposals			
Associate SRO	Reviews JIT, revised budgets, and prior award reps. and certs.			Receives incoming award modifications and amendments
SRO		Reviews award terms and negotiates if necessary		
C&N: Funded		Negotiates funded agreements, as necessary		
C&N: NFN		Negotiates unfunded agreements (CDA, MTA, DUA)		
AMA			Completes Award Set-up	Completes change requests and reviews NIH RPPR submissions
Subs SRO				Reviews and issues outgoing subcontracts

BSO Team
The Business Systems & Operations team supports Capsule Teams and Research Administrators across the Sponsored Project Lifecycle. They administer sponsor system ID's, communicate system-based information, and help resolve system-based issues.

WHAT IF I HAVE A QUESTION?

The Sponsored Research Capsule Team Member working on your proposal or award will depend on where the activity is within the Sponsored Project Lifecycle. Use the **Find My Capsule Tool** located on the Sponsored Research website to locate the specific members of your capsule. Click here for additional help and access to the job aid **How to Use Find My Capsule.**