

NewsFlash!

Announcement: The [Research Administration Roles and Responsibilities Matrix](#) has been updated on the Office of Research website. The Matrix seeks to identify commonly encountered pre- and post-award activities and to provide guidance regarding the responsible parties for each task and/or process. The key process additions are:

- Provide adequate documentation for charges incurred within 30 days of end date reflecting the charges benefit the project and are properly allocated [PI = Primary; Dept/Center & School = Secondary]
- Conduct additional review of documentation for requisitions over \$2,500 submitted less than 30 days before the project end date [SPA = Primary]
 - *Effective January 1, 2018*

Please review the updated Matrix. If you have any questions, please feel free to contact Jeri Muniz, Executive Director, Department of Contracts and Grants at jeri.muniz@usc.edu.