



## Office of the Controller Sponsored Award Contact Matrix

Area of Responsibility	Questions/Topics by Area	Contact Email
<b>SAM Office</b>	<ul style="list-style-type: none"> <li>• Provides proposal preparation support submission</li> <li>• Assists with budget development</li> <li>• Submits proposals to funding agency</li> <li>• Evaluates and manages subaward contract creation</li> <li>• Pre-award purchasing certifications</li> <li>• Pre-award budgets and grant submissions</li> <li>• Once Notice of Award is received, facilitates award execution and contract negotiation</li> <li>• As requested by the PI/Department, process Risk Accounts for pending awards in USCeRA</li> <li>• Sends a request to the Compliance Team to submit a requisition for subawards</li> </ul>	For further assistance, please reach out to your <a href="#">SAM Administrator</a> .
<b>Grants and Funds Management</b>	<ul style="list-style-type: none"> <li>• Once SAM office completes award execution and contract negotiation, responsible for the setup of sponsored awards in PS Finance</li> <li>• Set Up Risk Accounts in PeopleSoft once processed by the SAM office</li> <li>• Prepares and submits all invoices to sponsors</li> <li>• Prepares and submits financial reports</li> <li>• Manages external audit and desk reviews</li> <li>• Manages the sponsored award close out process</li> </ul>	For further assistance, please contact to Grants and Funds Management at <a href="mailto:GFM@mailbox.sc.edu">GFM@mailbox.sc.edu</a> .
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>• Requisition creation and questions</li> <li>• State contract procurement questions</li> <li>• Purchases that require a bid process</li> <li>• Purchasing compliance guidance</li> <li>• Advance payment approval</li> <li>• Closeout unencumbered requisitions and purchase orders</li> <li>• Reviews the requisition and dispatches a purchase order for subawards</li> <li>• Purchasing Card</li> </ul>	For further assistance, please contact the Purchasing Office at <a href="mailto:PURCHASE@mailbox.sc.edu">PURCHASE@mailbox.sc.edu</a> .
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Employee hire process</li> <li>• Employee onboarding process</li> <li>• Employee background checks</li> </ul>	For further assistance, please reach out to your <a href="#">HR Service Team</a> .
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Manages time and effort reporting process</li> <li>• Manages subaward invoice payments</li> <li>• Subrecipient monitoring</li> <li>• Submits the requisition request for subawards</li> </ul>	For further assistance, please contact our Compliance Team at <a href="mailto:CONTROLLERCOMPLIANCE@sc.edu">CONTROLLERCOMPLIANCE@sc.edu</a> .
<b>Operational Reporting</b>	<ul style="list-style-type: none"> <li>• Manages the Intranet (Grant Dashboard, HCM Distribution, etc.)</li> <li>• Creates HCM combo codes and project chartfield strings</li> <li>• Addresses questions/issues regarding project chartfields (requests to update)</li> </ul>	For further assistance, please contact <a href="mailto:Intranet@mailbox.sc.edu">Intranet@mailbox.sc.edu</a> or <a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a> .