Office of the Controller
Sponsored Award Contact Matrix

Area of Responsibility	Questions/Topics by Area	Contact Email
SAM Office	• Provides proposal preparation support submission • Assists with budget development • Submits proposals to funding agency • Evaluates and manages subaward contract creation • Pre-award purchasing certifications • Pre-award budgets and grant submissions • Once Notice of Award is received, facilitates award execution and contract negotiation • As requested by the PI/Department, process Risk Accounts for pending awards in USCeRA • Sends a request to the Compliance Team to submit a requisition for subawards	For further assistance, please reach out to your SAM Administrator.
Grants and Funds Management	• Once SAM office completes award execution and contract negotiation, responsible for the setup of sponsored awards in PS Finance • Set Up Risk Accounts in PeopleSoft once processed by the SAM office • Prepares and submits all invoices to sponsors • Prepares and submits financial reports • Manages external audit and desk reviews • Manages the sponsored award close out process	For further assistance, please contact to Grants and Funds Management at GFM@mailbox.sc.edu.
Purchasing	• Requisition creation and questions • State contract procurement questions • Purchases that require a bid process • Purchasing compliance guidance • Advance payment approval • Closeout unencumbered requisitions and purchase orders • Reviews the requisition and dispatches a purchase order for subawards	For further assistance, please contact the Purchasing Office at PURCHASE@mailbox.sc.edu.
Human Resources	• Employee hire process • Employee onboarding process • Employee background checks	For further assistance, please reach out to your HR Service Team.
Compliance	• Manages time and effort reporting process • Manages subaward invoice payments • Subrecipient monitoring • Submits the requisition request for subawards	For further assistance, please contact our Compliance Team at CONTROLLERCOMPLIANCE@sc.edu.
Operational Reporting	• Manages the Intranet (Grant Dashboard, HCM Distribution, etc.) • Creates HCM combo codes and project chartfield strings • Addresses questions/issues regarding project chartfields (requests to update)	For further assistance, please contact Intranet@mailbox.sc.edu or cfmaint@mailbox.sc.edu.