

**Appendix C
Shared Responsibility**

#	Activity	IDEAWORKS-led grant or contract		Other Department-led grant or contract	
		IDEAWORKS	OTHER DEP'T	IDEAWORKS	OTHER DEP'T
1	Idea Development	Lead	Support	Support	Lead
2	Alignment with strategic priorities	Lead	Support	Support	Lead
3	Proposal Development	Lead	Support	Support	Lead
4	Budget Development	Lead	Support	Support	Lead
5	Proposal Submission	Lead	Support	Support	Lead
6	Proposal approval/oversight*	Lead	Support	Support	Lead
7	Project logistics (staffing, budget creation, facilities)	Lead	Support	Support	Lead
8	Project Monitoring/Deliverables	Lead	Support	Support	Lead
9	Fund Reporting (Activities, Funding)	Lead	Support	Support	Lead
10	Metrics Reporting**	Lead	Support	Support	Lead
11	Agreements/Contracts	Lead	Support	Support	Lead
12	Partner relationships	Lead	Support	Support	Lead
13	Funding Agency liaison	Lead	Support	Support	Lead
14	Research Ethics Approval	Lead	Support	Support	Lead

* some funding agencies may require centralized oversight e.g. Tri-Council

** metrics are centralized at IDEAWORKS