



Roles and Responsibilities

Introduction

When HRSA awards a grant or cooperative agreement, it creates a partnership with the recipient to ensure compliance with federal laws, regulations and policies. This protects the integrity of the overall endeavor. Timely and effective communication between a recipient and HRSA is critical throughout the entire award process but particularly in the post-award process.

This topic will address the following roles and responsibilities to assist you in managing your HRSA award:

- [Recipient](#) (you)
- [HRSA Project Officer](#) (PO)
- [HRSA Grants Management Specialist](#) (GMS)
- [Payment Management System \(PMS\) Account Representative](#)

Recipient

The recipient will implement work plans to ensure that the project's goals and objectives are achieved in an efficient and timely manner. Recipients are responsible for registering their organization in the PMS, completing regular draws of funds correlating to award expenditures, submitting quarterly disbursement reports, and submitting required performance and financial reports in Electronic Handbooks (EHBs) on time as required in the Notice of Award (NoA) "Terms and Conditions". Recipients must ensure that key project staff members attend and participate in HRSA sponsored workshops and meetings and work collaboratively with their assigned GMS and PO.

Project Officer

The PO is responsible for the technical aspect of defining and providing programmatic objectives, along with oversight of project performance. The PO collaborates with grants management staff by providing requested input on the disposition of prior approval and other requests to the GMS, and refers questionable situations to the GMS for resolution.

Grants Management Specialist

The GMS is responsible for all business management matters associated with review, negotiations, award, administration, and clarification on award regulations, policy and financial aspects of the project. The GMS will: review and make recommendations on



continued Federal support, monitor compliance with award requirements and cost policies, monitor receipt of all required reports, and follow-up as necessary to obtain delinquent reports.

Note:

The Grants Management Officer (GMO), through the GMS, is the focal point for receiving and acting on requests for prior approval or for changes in the terms and conditions of award. Only responses, such as a signed NoA, provided by the GMO are to be considered valid. Recipients that proceed on the basis of actions by unauthorized officials do so at their own risk, and HRSA is not bound by such responses.

Payment Management System Account Representative

Once a NoA is processed, the recipient is assigned to a PMS Account Representative. This Representative is responsible for managing the recipient account in the PMS which includes registration and Personal Identification Number (PIN) assignment in the PMS, managing the cash flow by reviewing, approving and monitoring the draw-down of funds, maintaining recipient relations, review and approval of the Federal Financial Report (FFR) submitted to the PMS, and the account reconciliation for closeout.

In addition to these responsibilities the PMS Account Representative provides the awarding agencies with disbursement reports and oversees debt collection.

On the [Division of Payment Management](#) website, click on "Contact Us" followed by "DPM Staff" and locate your entity type and state to find your PMS Account Representative. Then click on "Grant Recipient Information" for instructions, procedures and resources.