



The Principal Investigator (PI) or Project Director (PD) is responsible, on behalf of the university, for both technical and fiscal management of the project in accordance with sponsor guidelines, applicable laws, and regulations. In fulfilling these responsibilities, the PI is assisted by various university departments.

The PI accepts primary managerial responsibility for sponsored projects; therefore, it is crucial that the PI be familiar with and adhere to all sponsor guidelines, federal and state laws, and university policies and procedures for those projects.

PI Name _____ Co-PI Name _____

PS Project # _____

Agency _____ Title _____

Project Period _____ Amount _____

The Principal Investigator (PI) or Project Director (PD) is responsible for the following:

- Reviewing the sponsor's award document for technical and administrative requirements** and ensuring appropriateness for completion of project, including budgetary and timing requirements.
- Executing the technical aspects of the project, including all technical reporting requirements.**
- Maintaining contact with the program officer to ensure compliance** and working with OGSP to notify the sponsor of any major changes in the project.
- Ensuring that IRB and/or IACUC approval is obtained**, if applicable, prior to commencement of project and that all policies and procedures relating to human or animal subject research are followed. OGSP requires copies of all protocol approvals for the official file.
- Ensuring Financial Conflict of Interest Disclosure Statement is completed fully and truthfully and submitted in a timely manner.** FCOI is a requirement of all sponsored projects. It is required to be completed 1) during each proposal submission, 2) at the beginning of a newly funded project and 3) annually during the project period. You will receive an email from OGSP with a link to the FCOI form. Alert OGSP and complete an off-cycle disclosure statement, within 30 days of a conflict's development.

- Adhering to all GCSU policies and procedures related to salary support, travel and procurement.**

- Managing the budget and expending it in accordance with sponsor and GCSU regulations** on reasonable, allowable, allocable, and attributable expenses related to the project, as indicated in the approved budget. OGSP staff are available to assist and advise on fiscal issues related to project management.

- Approving all expenditures against the grant award** and forwarding all expenditure requests to OGSP (grants@gcsu.edu) for review and approval by the appropriate Grant & Contract Administrator.

- If your project budget supports **hiring personnel**, please contact Human Resources at 445-5596 so that they can assist you with the hiring process.

- Verifying all p-card expenditures charged** to the grant comply with sponsor guidelines and approved budget. If invalid or unauthorized purchases are charged to a grant using a p-card, the department budget will absorb the expense. If the expenses cannot be absorbed by the department, all charges will become the responsibility of the PI. During the last 60 days of a grant period, P-card purchases are not allowed. P-card expenses charged during the last 60 days of the award are charged at your own risk. Any p-card expenses that are not posted to the general ledger by the grant enddate will become the responsibility of the department under which the grant is housed.

- Verifying that all purchases and travel expenditures charged** to the grant are in compliance with sponsor guidelines and approved budget. If invalid or unauthorized purchases are booked to a grant the department budget will absorb the expense. If the expenses cannot be absorbed by the department, i.e., expenses cannot be paid with state funds, all charges will become the responsibility of the PI. During the last 45 days of the award, it is recommended that no purchases and/or travel expenses should be charged to the grant. Any expenditures that are not on GCSU's ledgers by the grant end date will become the responsibility of the department under which the grant is housed.

- Generating and reviewing the budget report** each month and contacting Financial Services with any questions or discrepancies. Your department will be responsible for covering account overages. If you do not have access to generate PeopleSoft reports, please contact the Security Administrator at x8516. **Instructions to access this report in PeopleSoft is included in the award documents.**

- Ensuring that you and project staff have access to online systems** as necessary – *PeopleSoft*, OneUSG. A Budget Analyst (ext. 5086) is available to provide training on how to generate PeopleSoft budget reports.

- Assist with Invoice and/or reporting requirements.** Sometimes invoicing and/or reporting requirements may exceed the level of detail provided by the major budget categories. In these instances, Financial Services will need assistance from the PI and/or staff to prepare and submit invoices on a timely basis. Only Financial Services staff can submit invoices on behalf of GC. Any reimbursement checks received by the PI should be hand-delivered to Financial Services for processing.

- Working with OGSP to prepare and request any programmatic or budgetary revisions from the sponsor. **Ensuring that all prior approvals from the sponsor are obtained and documented** before making programmatic or budgetary changes. Copies of any documentation regarding changes to the project need to be in the OGSP official file.

Ensuring required CITI training courses are completed by all project staff, including students, and notifying OGSP upon completion.

Animal Subjects in Research

Conflict of Interest

Human Subjects in Research

Responsible Conduct of Research

Other:

Preparing timely documentation and its forwarding to OGSP should there be a need for a no-cost extension, budget revision, or cost transfer. Please contact OGSP for assistance.

Providing documentation of cost share/matching to OGSP. Cost share must be allowable and verifiable, not included as contribution for any other federal program, necessary and reasonable to accomplish objectives, and provided for in the approved budget.

- Working with OGSP to ensure course release(s) are charged** and salary savings are redirected appropriately. It is responsibility of the PI to work with their department and the Budget office when “redirects” are involved.

Ensuring all payroll certifications are completed and submitted in a timely manner. Personnel activity reporting (Payroll Certification) is a requirement of all grants. Payroll Certifications are required to be completed in the month after the quarters ending in February, May, September, and November. *You will receive a system email with detailed payroll information for each individual paid from the sponsored project. You must login and certify that the information is correct and appropriate or indicate that it is not and begin the correction process with OGSP.*

- Meeting with OGSP toward the end of the project period,** preferably not later than 90 days prior to project end date, to review the budget and expenditures posted so that any issues may be addressed in a timely manner.

- Assisting in project close-out** in accordance with requirements of sponsor and OGSP. Submit all final reports to sponsor, with copies to OGSP.

- Retaining project data, materials, and outcomes, for seven (7) years,** as required by the BOR.

Please Note: If administrative support is not provided within your grant budget, then your department will need to provide the support you need to administer your grant. *OGSP does not have the staff to provide administrative/secretarial support for grants.*

Some of these duties/responsibilities can be delegated to your co-PI or other project staff; however, as the PI you are ultimately responsible for all charges, changes, and conduct of the funded project, ensuring compliance and meeting deadlines.

I have reviewed and understand the responsibilities outlined above and explained during the award management meeting.

PS Project # _____

PI Signature

Date

Co-PI Signature

Date