

Externally-funded projects always have a "Principal Investigator" (PI), sometimes called, by the sponsor, the "Project Director." This individual 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.

Since the PI accepts the primary managerial responsibility for the projects with which he/she has been entrusted by the university and the sponsor, it is crucial that the PI be familiar with and adhere to all sponsor guidelines, federal and state laws, and regulations for those projects.

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

- ❑ **Reviewing the sponsor's award document for technical and administrative requirements** and ensuring they are appropriate for completion of the project, including budgetary restrictions and timing requirements.
- ❑ **Ensuring that IRB and/or IACUC approval is obtained**, if needed, prior to commencement of project and that all policies and procedures relating to human or animal subject research are followed.
- ❑ **Executing the technical aspects of the project, including all technical report requirements.**
- ❑ **Maintaining contact with the program officer to ensure compliance** and notifying OGSP and sponsor of any major changes in the project.
- ❑ **Approving all expenditures against the grant award(s)** and for ensuring all grant expenditures are reasonable, allowable and solely allocable to the grant award(s)
- ❑ **Managing the budget and expending it in accordance with sponsor and GCSU regulations** on 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.
- ❑ **Generating and reviewing the budget report** each month and contacting Financial Services with any questions or discrepancies. If you do not have access to generate PeopleSoft reports, please contact Susan Demmon at x2478.
- ❑ **Ensuring that you and all project staff have access to the online systems** as necessary (i.e., PeopleSoft, ADP, etc.).
- ❑ Sometimes the invoicing and/or reporting requirements may exceed the level of detail provided by the major budget categories. If the agreement is accepted with these additional invoicing or reporting requirements, the responsible department is required to prepare and submit this data to OGSP and Financial Services on a timely basis. Any reimbursement checks received by the PI should be hand-delivered to Financial Services for processing.
- ❑ **Ensuring that all sponsor prior approvals are obtained and documented** before making any restricted purchases such as foreign travel or equipment purchases.

- ❑ **Preparing timely documentation and it forwarding to OGSP should there be a need for a no-cost extension, budget transfer, or cost transfer.** Ensuring these are allowable transactions under sponsor guidelines.
- ❑ **Providing copies of any program/technical revisions or other correspondence with sponsors** regarding programmatic matters to OGSP for inclusion in the official grant file(s).
- ❑ **Providing copies of any budget revisions or other correspondence with sponsors** regarding financial matters to OGSP and Financial Services for inclusion in the official grant file(s).
- ❑ **Providing records in support of cost share or matching requirements to OGSP and Financial Services.** Some grant programs require that federal grant funds be matched proportionately with nonfederal funds or that the grantee participates to some extent in the cost of the project. Cost sharing/matching is defined as all contributions, including cash and third party in-kind, that meet the following criteria: verifiable, not included as contribution for any other federally assisted project/program, necessary and reasonable for accomplishment of objectives, allowable and provided for in the approved budget when required by the federal awarding agency.
- ❑ **Notifying OGSP via email or memorandum of the course release(s) schedule to charge** against the grant each semester (Fall and Spring), during the semester in which the course release is taken. The difference between a full time faculty member's salary and a part time faculty member's salary can be significant. This salary difference (excluding any fringe benefits) can be recovered by the department and used to offset grant or departmental expenses. It is the Project Director's responsibility to request these funds during the semester their course release is taken.
- ❑ **Verifying all p-card expenditures charged** to his or her grant are in compliance with sponsor guidelines and approved budget. If invalid or unauthorized purchases are charged to a grant using a procurement card, the college/department budget will absorb the expense. If the expenses cannot be absorbed by the college/department, i.e., expenses cannot be paid with state funds, all charges will become the responsibility of the Project Director. *During the last 60 days of the award it is recommended that no p-card expenditures should be charged to the grant. P-card expenses charged during the last 60 days of your award are charged at your own risk. Any p-card expenses that are not on GCSU's general ledger by the grant end date will become the responsibility of the department under which the grant is housed.*
- ❑ **Verifying that all purchases and travel expenditures charged** to his or her grant are in compliance with sponsor guidelines and approved budget. If invalid or unauthorized purchases are booked to a grant the college/department budget will absorb the expense. If the expenses cannot be absorbed by the college/department, i.e., expenses cannot be paid with state funds, all charges will become the responsibility of the Project Director. *During the last 30 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.*
- ❑ **Adhering to all GCSU guidelines in terms of purchasing, processing paperwork, and policies/procedures.**
- ❑ **Ensuring that expenditures on grants are made in a timely manner.** Sponsors often question whether a project is progressing if expenditures are behind schedule and they may reduce the original award amount.
- ❑ **Ensuring all effort reports are completed and submitted in a timely manner.** Personnel activity reporting (Time and Effort) is a requirement of all federal grants. All personnel activity will be supported by personnel activity reports. Effort reports are required at the end of each semester, including summer semester. *You will receive an email reminder at the end of each semester. Each*

report must be signed and dated by the employee who performed the work and by the project director (or department chair if the time and effort is for the project director). It is the responsibility of the Project Director to return the completed personnel activity form to Jan Beall at CBX 022.

- ❑ If you **hire a temporary employee** (full or part-time) their term of temporary employment cannot exceed 12 consecutive months. Their employment will be automatically terminated in the payroll system at the end of 12 months. You may rehire the temporary employee at the end of a 30-day break in service. If your employee takes a 30-day break in service prior to their one-year anniversary they will restart their 12 months on their re-hire date. If you have any questions regarding the hiring process, please contact HR at x5596.
- ❑ If you **hire a permanent employee** (full or part-time with benefits) their term cannot exceed the term of the grant. The following statement "employment contingent on grant funding" should appear in the offer letter. A permanent employee must have an application on file with Human Resources prior to his/her effective date of employment. Also, with permanent employees, there is the situation of vacation accrual and payout upon termination of employment when the grant ends. In this situation, the employee would be required to use all vacation before termination of the grant and thus, no vacation payout will be paid. It is the responsibility of the Project Director to ensure the employee takes all vacation before the end of employment or it would be the responsibility of the Project Director to ensure adequate departmental funds are available to pay vacation payout. If you have any questions regarding the hiring process, please contact HR at x5596.
- ❑ **Processing the necessary HR paperwork to terminate any employees hired under grant funding** in a timely manner.
- ❑ **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 the appropriate time**, as required by the sponsor and GCSU.

Please Note: If administrative (secretarial) support is not provided within your grant budget, then your department will need to provide the administrative support for 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.

Name of PI

Name of Co-PI

PI Signature Date

Co-PI Signature Date