Principal Investigators (faculty, staff, students) Roles and Responsibilities

A. OSP PROPOSAL DEVELOPMENT

1. Identifies funding opportunities (OSP available to assist).

2. Utilizes Streamlyne to submit Notice of Intent to Office of Sponsored Programs as soon as possible, preferably at least 30 days, prior to the sponsor's submission deadline. It is understood that some information might be tentative and can be updated after the form is submitted.

   The Office of Sponsored Programs understands that faculty may receive last-minute requests for proposals from sponsors and we will do our best to ensure a successful proposal submission.

3. Communicates all information to OSP upon decision to submit (PDF or link to Opportunity, Date of Submission, and other pertinent information). Information should be added into Streamlyne when preparing Notice of Intent.

4. Reviews the RFP from the funding agency carefully, noting the required items for submission, the evaluation criteria, and other program requirements. **It is the responsibility of the PI to ensure that all required forms/materials are included in the application package.**

5. Secures approval of department chair and/or dean for use of institutional resources.

6. Writes technical narrative.

7. Completes application and any other necessary agency forms in compliance with agency guidelines with the assistance of OSP.

   a. (May include: Checklist, Bio sketch, Budget Justification, Current and Pending, etc.)

8. Assures the proposal meets format requirements (fonts, page numbers, etc.)

9. Solicits and secures all cost share commitments and F&A Waivers or exceptions, as required.

10. Drafts budget (personnel effort, supplies, etc.), with assistance from OSP (fringe costs, indirect costs, etc.).

11. Contacts the OSP regarding any issues related to research compliance, e.g., IRB (research involving human subjects), IACUC (Research involving animal use and care), Financial Conflict of Interest (FCOI), Intellectual Property, Export Control, Foreign influences, or other areas of concern.

12. Has all submission information to OSP for review at least 5 days prior to the submission deadline. In case you miss this deadline, OSP will still work with you to get the proposal submitted but the PI takes the risks of not being able to submit the proposal on time.

13. Approves proposal submission in Streamlyne.

B. PROJECT SET UP

1. Sends notice of award to the Office of Sponsored Programs (OSP).

2. Reviews the award document for agency requirements.

3. Secures approval of department chair and/or dean for use of institutional resources (if necessary).

4. Works with bookkeeper and OSP to prepare award in Streamlyne.

5. Reviews award documentation for accuracy and approves award in DocuSign.

C. PROJECT MANAGEMENT

1. Manages the project according to the proposal narrative and/or Statement of Work (SOW).

2. Expends and manages (ensure validity) funds in conformity with the approved budget, including for the subaward(s).

3. Completes timesheets and time and effort certifications generated by Grant Accounting.

4. Adheres to all university, state, federal, and sponsor policies. Examples include policies associated with Human Subjects Research, Animal Use and Care, Intellectual Property, Conflict of Interest, and Export Control.

5. Maintains property and equipment in accordance with policies; notifies the department and Facilities and Business Services of receipt and return of equipment or property.

6. Monitors and maintains relationships with project subcontractors as required. Ensures that subcontracts are in place (working with OSP and purchasing) and that subcontractors are performing in accordance with their respective SOWs. Engages with OSP regarding appropriate response if challenges arise in managing subcontractors.

7. Submit technical reports and other deliverables as required.

8. Monitor cost share requirements and fiscal documentation.

9. Complete award requirements stipulated by agency.

10. Ensures the orderly completion of all project activities and proper disposition of all project-related resources (equipment, supplies, data, etc.) at the end of the project.

11. Works with the project bookkeeper and Grant Accounting to complete the required project closeout form upon the completion of the project.

D. PROJECT CHANGES

1. Secures approval of the funding agency and of the department chair, dean, and Office of Research if the SOW is modified. Completes the required OSP request for project revision.

2. Works with project bookkeeper to complete requests for budget revisions as needed and secure necessary approvals.

3. Notifies OSP in a timely manner regarding the need for a no-cost extension, additional project funding increments expected, or other matters that may impact the project end date.

Principal Investigators (faculty, staff, students) Roles and Responsibilities

4. Notifies the OSP in writing if there is a change in compliance-related matters (e.g., human subjects, animal use and care, export control, foreign influences, the conflict of interest) status of the investigator(s) prior to the time of award or after a contract is issued.