

# Role of the Principal Investigator

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Once a proposal is funded, the principal investigator is responsible for adhering to the University's policies and procedures for completing the technical requirements and handling of the day-to-day administration of the project as proposed to the funding agency.

The PI's responsibilities include:

- Reviewing the award document for agency requirements that must be fulfilled by the PI.
- Managing the project in accordance with the approved statement of work (SOW). Changes to the SOW must be routed through the department chair, dean, and the Office of Research for approval.
- Expending and managing funds in conformity with the *approved* budget, or requesting approval from the agency for deviations from the award budget. Over-expenditures are the responsibility of the PI and his/her department.
- Adhering to the Conflict of Interest in Research policy by submitting disclosures for all investigators on the project at the time of initial proposal submission and when any changes occur.
- Reviewing and validating all expenditures generated on the project, which also includes any expenditures by subawardees.
- Completing effort certifications and timesheets as required for the project.
- Contacting the Office of Research regarding any intellectual property issues.
- Ensuring that any humans and/or animals involved in the project are treated in accordance with all applicable policies (i.e., University, federal government, and sponsor).
- Providing care and maintenance of property in accordance with the sponsor's and the University's equipment and maintenance requirements.
- Submitting technical reports and other deliverables as required by the award.
- Ensuring that cost sharing requirements are properly documented and met.
- Ensuring completion of award requirements stipulated by the agency.
- Contacting the Office of Research regarding all security and export control issues.
- Notifying the department and University Property Officer of receipt or return of loaned equipment or property.