

**Principal Investigators (PI)/Project Directors (PD)
Responsibilities on Sponsored Projects**

In the event you are funded, as principal investigator (PI) or project director (PD) on a sponsored project, you have overall responsibility-fiscal and programmatic-for the conduct of the project described in the proposal. In that role, you have four major responsibilities:

1. performing the work outlined in the proposal application;
2. exercising proper stewardship of funds;
3. complying with all university, sponsor, legal and regulatory requirements; and
4. reporting all required information to the sponsoring agency and the university's Office of Grants and Contracts.

In addition to these responsibilities, you are required to properly report your time and effort by submitting time sheets. All employees in administrative/professional positions and classified employees (clerical, support staff) who are working on your project also are required to complete and certify a time sheet detailing the actual number of hours worked on a biweekly basis. **In addition, if an employee is shown as a cost-share to the grant and/or contract, the employee must prepare and submit the same information; this includes time sheets.**

The total number of hours reported may not exceed 37.5 during any one week period and the corresponding percent of effort must not exceed 100%. **At no time may any employee work overtime and be compensated for such overtime from a federally funded grant or contract, nor may the overtime be distributed during time and effort reporting by time sheet to any grant or contract account number.** A copy of the *Salary Grant Time Sheet* is attached for your records.

In fulfilling these responsibilities, you are to ensure the proper allocation of funds, timeliness and accuracy of cost charges and transfers, publication requirements, submission of technical reports, and compliance with specific terms and conditions of the award.

I have read and understand these terms and understand my responsibilities as PI/PD on a sponsored project. In addition, I have been informed by the OGC staff of the time and effort reporting guidelines at the time of submission of this proposal and received a copy of a Salary Grant Time Sheet for my records.

Title of Proposal: _____

Agency Due Date: _____

Principal Investigator/Project Director

Date

**Barbara Sterry, Executive Director
Office of Grant and Contracts**

Date