



PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR (PI/PD) RESPONSIBILITIES ON SPONSORED PROJECTS

As principal investigator (PI) or project director (PD) on a sponsored project, you will have overall responsibility – fiscal and programmatic – for the conduct of the project described in the proposal and the awarding document. In that role, you will 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 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.

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 award index number.** A copy of the *Salaried Grant Time Sheet* is attached for your records.

If your proposal is funded, the Office of Grants and Contracts (OGC) is available to assist you in the management of your award; therefore, there should be regular contact with the office. You should ensure that all transactions requiring approval are signed by you, as the PI/PD, and the authorized departmental/college official. Time Sheet Transactions shall be sent directly to the Payroll Office. Journal Transfers shall be sent directly to the Office of Contracts and Grants Accounting in the Finance Office. All remaining transactions shall be sent to the OGC; these include such items as internal purchase orders, check requests, rebudgeting prior approval requests, no-cost extension requests, travel forms, letters to the sponsoring agency, and required reports. The OGC also must be informed of any scheduled site visits from the sponsoring agency, in order for the office to assist you in planning and preparing for the visit, as appropriate.

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

Project Title: _____

Sponsoring Agency: _____

PI/PD Signature: _____ Date: _____

Executive Director, OGC: _____ Date: _____

