



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/or 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 effort on externally sponsored activities by certifying your effort quarterly in the web-based Effort Certification and Reporting Technology (ECRT) system, which is accessible from the Office of Grants and Contracts (OGC) web site at <https://ecrt.nova.edu>. All employees in administrative/professional positions and classified employees (clerical, support staff) who are working on your project are also required to report their effort quarterly in the ECRT system. **In addition, if an employee is shown as a cost-share to the grant and/or contract, the employee must certify their effort in ECRT.**

The total percent of effort must not exceed 100%. **Under most circumstances, an employee may not work overtime and be compensated for such overtime from a federally funded grant or contract, nor may the overtime be distributed during effort reporting to any award index number.**

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 college/center official. Journal Transfers shall be sent directly to the Contract and Grant Accounting Office 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 read the Effort Reporting Policy accessible from the OGC web site at <http://www.nova.edu/ogc/policies.html>.

Project Title: _____

Sponsoring Agency: _____

PI/PD Signature: _____ Date: _____

Executive Director, OGC: _____ Date: _____