

PI Award Responsibilities/Checklist

Administration of the award is a team effort consisting of the Principal Investigator (PI) and his/her department fiscal, grants, administrator, Office of Research, and the University's appropriate fiscal office (Contracts & Grants, EIES, or IFAS). The PI and the University jointly bear the responsibility for proper administration according to the policies and guidelines pertinent to the particular project. The Award Administration office assists in the clarification of regulations.

Responsibilities of the Principal Investigator

The principal investigator (PI) is responsible for project implementation, assembling the necessary staff, expending the funds, and conducting the project as described in the proposal and agreed to by means of the award notification.

The PI must direct the work so that it will be completed within the budget period and with the funds authorized; otherwise, a request for supplemental funds or a no-cost time extension must be initiated. Although there is similarity among the regulations of major funding agencies, researchers should familiarize themselves thoroughly with the regulations applicable to their specific project.

The PI may authorize changes when they comply with the agency's cost principles, as well as the University of Florida, and State of Florida's fiscal regulations, and if the goods or services are directly related to the sponsored project. Salaries and wages may be authorized by the investigator only if they are in accordance with Cost Accounting Standards.

Principal investigators have first line responsibility for managing expenditures within the fiscal regulations and amounts specified by the sponsor. While UF Contracts and Grants is responsible for billing the sponsor per the funding terms, the principal investigator must carefully analyze the monthly departmental ledger (DL) and voucher registers (which are used to develop those billings) to see that all items presented are correct and that appropriate funds (cash and budget authority) are available.

The Investigator also has the responsibility of initiating or coordinating appropriate adjustments as each situation dictates as per the list of items below:

- Set Up award release with Fiscal/Grants staff upon receipt of award
- Provide/maintain active working internal budget, justification, and SOW
- Provide/maintain active working internal cost share budget, justification, and SOW (as necessary)
- Request CAS exemption and complete the necessary forms prior to release of award
- Assure regulatory compliance (IRB, IACUC etc.) copies have been submitted to the Grants Team @ HOBIGrants@ufl.edu
- Initiate temporary project request
- Initiate personnel resource sheets (PRS – faculty, staff, OPS, student hires) @ HOBHR@ufl.edu
- Initiate expenditure documents (Requisition Form, TER's, TAR's)
- Initiate, execute, close out subcontracts
- Review/approve all SubRecipient invoices for payment (email to subcontract-manager@admin.ufl.edu with cc to HOBIFiscal@ufl.edu)
- Review project distributions regularly
- Initiate modification requests (budgetary, personnel etc.)
- Submit reports as per contract/deliverable schedule to sponsor timely
- Certify project staff effort
- Monitor all expenditures for accuracy in MyInvestigator @ <https://my.ufl.edu/ps/signon.html>
- Attend monthly meeting to discuss project in detail (expenditures, project certifications, project FTE's, award changes, planned expenses technical, financial reports, etc.)

Come prepared to monthly meetings with your agenda. Include items of concern, or in need of attention, as well as project deadlines in advance so that they may be addressed in a timely fashion.