

What does a Principal Investigator/Project Director on a Grant-Funded Project Do?

The Principal Investigator (PI) or Project Director (PD) leads the project. The PI/PD is responsible for managing the content, process, outcomes, and finances of the application and resulting project. The PI/PD works collaboratively with the Office of Sponsored and Student Research (OSSR) and the Finance Office.

TASK/RESPONSIBILITY	PI/PD	OSSR	FINANCE
Pre-Award Proposal/Application Development			
Identifies appropriate funding opportunities for proposed project	X	Available to assist	
Reviews instructions and related materials for “fit”	X	Available to assist	
Identifies team members, roles and responsibilities, meeting schedule	X	Available to assist and participate in team meetings	
Develops relationship with Project Officer	X	Available to assist	Available to assist with financial aspects
Assures preparation of project concept and narrative	X	Available to assist/review	
Assures preparation of budget and budget justification	X	Available to assist/review	May pre-review complex budgets upon OSSR request
Assures preparation of forms, attachments	X	Available to assist/review	May assist OSSR as needed
Prepares and submits IRB or IACUC application, if appropriate	X		
Prepares GPAF routing packet and begins routing at least 5 business days before submission	Begins routing in local department	May pre-review GPAF packet prior to routing, reviews GPAF during routing	May pre-review GPAF packet prior to routing, reviews GPAF during routing
Submits application or gives OSSR access to the application to submit, depending on the funder	X	Submits applications as required by funder’s system	
At the Time of Award			
Alerts others of the award, reviews terms and conditions in contract, communicates changes or concerns	X	X	X
Prepares spend plan/restricted account request using funder-approved budget, sends to Finance		X	
Creates G/L number and budget in financial management system, compiles and sends Full Grant Packet to OSSR/PI/PD			X

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Grant Launch Meeting	Participates, invites other team members as appropriate	Schedules and co-leads	Co-leads
Post-Award Grant and Project Management			
Convenes team, ensures all team members receive appropriate training/orientation, hires student workers, if needed.	X		
Processes/approves grant spending and time and effort reports (if needed)	X		
Monitors project progress and milestones/deliverables	X		
Monitors budget (including cost-share, if applicable) using monthly spreadsheets, financial system reports, and personal/departmental files. Tracks expenses using the level of detail needed to meet funder requirements. Provides supporting documentation to Finance as needed.	X		Prepares monthly spreadsheets and sends to PI/PD
Tracks time and effort reports, cost-share, and sub-awardee			X
Prepares and submits periodic progress reports to funder	X	Available to assist/review	
Invoices funder and verifies that payments are received			X
Prepares and submits periodic financial reports to funder			X
Maintains relationship with Project Officer	X	Available to assist, if needed	Available to assist on financial aspects, if needed
Initiates change requests (PI, rebudget, extension), if needed	Informs OSSR, provides info, completes Prior Approval (Change) Form	Approves change request, works with funder as needed, coordinates with Finance	Works with funder as needed, updates financial records as needed