

Principal Investigator (PI) Roles, Responsibilities, and Budget Information

(Taken from sections 2.0, 3.0, & 4.0 of the ORSP Policies & Procedures for Applying for and Managing Grants)

The following is a list of responsibilities for the Principal Investigator (PI). It also includes guidelines and information concerning the budget. More detailed information can be found in the ORSP Manual as well . If you have any questions, please contact Rachel Heil (rachel.heil@cuw.edu) or Julie Dresen (julie.dresen@cuw.edu).

The PI:

- Is knowledgeable about sponsoring agency and Concordia University policies and procedures related to proposal preparation and processing, conducting research, instruction, and training under a sponsored program. This includes reading and being knowledgeable of the ORSP policies and procedures.
- Processes proposals and resulting awards through the ORSP and other appropriate administrative units.
- Obtains appropriate internal approvals required for the conduct of the sponsored program, such as use of human subjects, animals, bio hazardous materials, and/or recombinant DNA.
- Writing the technical proposal.
- Ensuring that the proposal meets the sponsor's requirements, including eligibility, format, and budget limitations or conditions.
- Ensuring that the information provided is clear, accurate, and compliant with the sponsor's instructions.
- Identifying other personnel, if any, needed to conduct the project.
- Identifying the need for subawards and subcontracts.
- Provide information for the budget. **Please note:** PIs will be asked to provide a percent of their research effort and those of other supporting faculty/staff members

- Identify the need for consortium agreements, subawards, and subcontracts and works with ORSP to secure appropriate documentation from prospective collaborators, subrecipients, and subcontractors as needed. Secure Letters of Intent and budgets from collaborating institutions.
- If required, request in advance the approvals for cost-sharing and in-kind contributions from the Chair and/or Dean. Commitments are documented in the Summary form within Cayuse.
- Propose cost sharing through contributed effort, subject to the prior approval of the department Chair and Dean and documented on the