Cheyney University Policy IA-2010-2003

Principal Investigator Responsibilities

Approved by: University Relations Council/ President’s Cabinet

History: Issued -- 2004

Revised -- 2-17-2009


Related Policies: 2010-201-202

Additional References: Appendix A,B,C

Purpose

Through the Office of Sponsored Programs, Cheyney University’s Office of Institutional Advancement is charged with ensuring proper administration and stewardship of grant-funded activities.

Scope

This policy applies to all faculty and staff who function as a grant-funded PI.

Objective

It is incumbent upon Principal Investigators, the Office of Sponsored Programs and the Grants Budget Officer to have a shared understanding of the responsibilities and obligations regarding acceptance, use and stewardship of grant funds.

Policy

The Office of Sponsored Programs will send the Checklist for Principal Investigators when a grant has been awarded (See Appendix C). The Director of Sponsored Programs and the Grants Budget Officer will meet with the PI to review the checklist and answer any questions.

The Budget Officer will monitor all invoices and expenses that are to be charged to the grant to assure that they are properly credited to individual grants.