



Principal Investigator Acknowledgement of Responsibilities

Principal Investigator	
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The Principal Investigator/Project Director (PI/PD) is responsible for the following:

- a. Ensuring that the project is conducted in a timely, professional, and ethical manner in accordance with sponsor guidelines.
- b. Ensuring that appropriate safeguards are in place to provide the protection of humans and animals.
- c. Ensuring that expenditures are allowable, allocable to project activities, and consistent with Fairmont State policy, sponsor regulations, state regulations, and federal regulations.
- d. Making certain that appropriate records are maintained and retained within their department to document expenditures.
- e. Certifying that the time/effort expended on the project is accurately documented and reported when required (for all grant-funded positions).
- f. Collecting, maintaining, and archiving data in accordance with sponsor guidelines.
- g. Compiling program reports/certifications as required by the sponsoring agency and ensuring the completion, accuracy, and timeliness of those reports.
- h. Working with the Accounting Office when requested to verify associated expenditures and financial reports.
- i. Monitoring and reviewing the award budget in the Banner/Felix system on a regular basis to ensure posted expenses are accurate and inclusive.
- j. Reviewing and approving draw reports prior to grant funds being drawn by the Accounting Office.
- k. Reviewing and approving a monthly budget report detailing the project budget and expenses and maintaining a “shadow budget” as needed to track grant expenditures according to sponsor fiscal years and line items.
 - i. If an expense is mistakenly charged to an incorrect budget, the PI should work with the OSP to get it corrected quickly (within the next 30 days) prior to drawdown of grant funds and well before the end of the grant period.
- l. Ensuring the quality, conduct, timeliness, and programmatic performance of any subrecipients.

- m. Communicating any necessary scope change requests for the project, including re-budgeting, to OSP and ensuring that funding agency approval has been secured prior to implementing such changes on the project.
- n. Complying with all Fairmont State policies and agency terms and conditions pertinent to the award.
- o. Notifying OSP as soon as is practical when unavailable for any continuous period of more than three months, when withdrawing from the project entirely or devoting substantially less effort than originally anticipated, or when resigning/transferring to a new university.

I have read the above responsibilities and understand that I am responsible for complying with the terms and conditions of these documents, in addition to all other policies, regulations, and guidelines on the conduct of research and sponsored programs at Fairmont State University. I understand that my failure to comply with these terms and conditions may result in the termination of my research or sponsored project and may prevent me from receiving future funds.

Printed Name:

Signature:

Date: