



## **Roles and Responsibilities of Principal Investigators of Research Projects at the University of West Georgia**

When undertaking a research project, the Principal Investigator assumes numerous important responsibilities that extend beyond the preparation of the proposal and include compliance with appropriate assurance processes, the conduct and integrity of the scientific or other sponsored project and its close-out processes, and the subsequent dissemination of the research results.

### **The Principal Investigator is responsible for:**

- **The soundness, accuracy, and completeness of the proposal, including:**
  - Preparation of the research or sponsored activity proposals or research fellowship applications;
  - Submission of these proposals through the Office of Research and Sponsored Projects (ORSP) with the proper scientific, statistical, departmental, and College review, and the verification of the adequacy of the resources to conduct the research, and;
  - Coordination of the proper review of any off-site research or other sponsored project activity.
  
- **The scientific, ethical, and technical aspects of any resulting research or other sponsored project, including:**
  - Oversight of all activities in the laboratory or other space, and each study site involved;
  - Training and education of all individuals working on the research or other sponsored project in such areas as laboratory safety, scientific rigor, data collection and management, and scientific integrity, including, but not limited to, issues such as authorship, conflict of interest and commitment, and humans and animal subjects issues, and;
  - Understanding that research or other sponsored activity conducted at UWG must satisfy not only the needs of the investigators but of the institution, society, and the funding agency.
  
- **The proper budgetary management of awarded funds including:**
  - Authorizing the allocation and verifying the appropriateness of expenditures as legitimate, allowable, and correct;
  - Financial monitoring of accelerated expenditures, large unobligated balances, and over-expenditures;

- Initiation and coordination of Personnel Action Requests for the research or sponsored project personnel;
  - Re-budgeting in a timely and accurate manner and informing Department Chair and Dean of such re-budgeting, and;
  - Ensuring that program income (if any) is returned to the research or sponsored project.
- **Compliance with the specific terms of the award and statutes including:**
    - Obtaining, maintaining, and adhering to all assurances such as human subjects, animal care and welfare, radiation safety, hazardous chemicals, recombinant DNA, and biological substances;
    - Compliance with terms including prior written approval for change in scope, foreign travel, equipment purchases and disposition, hiring, contracting, and re-budgeting, and;
    - Submitting copies of all progress reports and other required reports to the ORSP prior to submission to the funding organization.
  - **Adherence to other Federal regulations:**
    - Such as those concerning proscriptions against lobbying, financial discussions with industry funding sponsors, and as specified in the Grant Terms and Conditions of the award.
  - **Protecting the University from legal liability related to the research or other sponsored project**

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**Principal Investigator Name (Printed)**

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**Principal Investigator Signature**

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**Date**