



UNIVERSITY OF
WEST GEORGIA

Roles and Responsibilities of Principal Investigators of Research or Sponsored Projects at the University of West Georgia

When undertaking a research or sponsored project, the Principal Investigator (PI) 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 research or other sponsored project and its close-out processes, and the subsequent dissemination of the research/project's results.

The Principal Investigator is responsible for:

- Complete and accurate preparation of the proposals or applications, along with all necessary supporting documentation.
- Submission of these proposals/applications through the Office of Research and Sponsored Projects (ORSP) with the proper approvals, and the verification of the resources to conduct the research/project.
- The scientific, ethical, and technical aspects of any research or sponsored project as a result of an award including oversight of all activities, and each site involved.
- Training and education of all individuals working on the research/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 subject issues, and;
- Understanding that research/projects conducted must satisfy not only the needs of the investigators but of the university, society, and the funding agency.
- UWG also requires all PIs to review their obligations for stewardship of sponsored funds and compliance with applicable regulations, including cost principles as defined by UWG Policy and the federal government in [Code of Federal Regulations \(CFR\) 2, Part 200 of the Uniform Guidance](#).
- Authorizing the allocation and verifying the appropriateness of expenditures as legitimate, allowable, and correct. A list of unallowable costs can be found in the [Uniform Guidance: 2 CFR Part 200 \(General Provisions for Selected Items of Cost\)](#).
- Initiation and coordination of Personnel Action Requests for the research or sponsored project personnel
- Notify post-award@westga.edu of any proposed changes in the scope of work, the PI or other key research personnel, the budget, or the period of performance.
- Follow all applicable University policies and procedures such as travel, purchasing, employment, contracted services, and compensation policies

- Assure that cost-sharing or matching commitments are fulfilled and reported in a timely manner.
- Assure that Time and Effort Reports for the funded project are completed accurately and timely.
- Report any intellectual property development which relates to the project to the Office of Innovation and Research (Research@westga.edu).
- 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
 - 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
- Sponsor approval is required for PI disengagement from a research or sponsored project for more than 3 months. This applies to all sponsors—federal, state and private. Being away from campus does not necessarily constitute disengagement, as long as the PI continues to actively manage the award on a daily basis.
- In any oral or written communication intended for public consumption or distribution—including but not limited to presentations and PowerPoint presentations, testimony, journal article or other types of printed material, news stories, and posting information on a website—the content of which is based on the results of sponsored research, a faculty member or other employee or appointee of an institution of higher education who conducted or participated in conducting the research shall conspicuously disclose the identity of each sponsor of the research.
- The PI will ensure public access to research data on Federal awards and those other awards that require a data management plan according to UWG's policy and procedures.

Principle Investigator Name (Printed)

Principle Investigator Signature

Date