

**Jackson State University
Office of Sponsored Programs**

Principal Investigator Responsibilities

General Responsibilities

- **The Principal Investigator/Project Director/Designee:**
- **is responsible for the programmatic management of the grant or contract. They conduct the project activities to meet project goals and objectives while adhering to agency guidelines and Jackson State University policies and procedures.**
- **is responsible for the financial management of the grant or contract and signs budget expenditure requests or agency forms which request the “Principal Investigator/Project Director” signature.**
- **ensures all project expenditures are directly related to the project and necessary to meet the project goals and objectives.**
- **has the responsibility to be aware of any requirements for cost sharing that were committed in the budget approved by the agency and to insure these obligations are met.**
- **has the responsibility to be aware of requirements to certify the effort of personnel on the grant or contract.**
- **ensures that personnel paid from grant or contract funds have performed at the level of effort reported and certifies this on a monthly basis.**
- **has no financial conflict of interest which would affect the conduct of the project.**
- **has the responsibility to ensure that Agency Compliance policies and the Jackson State University Compliance policies for human subjects in research, animal use, biohazard, etc., are followed, if applicable to the project.**
- **has the responsibility to submit all reports required by the grant or contract on a timely basis.**
- **has the responsibilities to be aware of the personnel or students working on grants meet the guidelines for the Jackson State University Export Control Policies and Procedures. This includes dissemination of information that could threaten national security, utilization of persons from sanctioned countries, etc. (see Export Control Policies and Procedures)**

Budget Categories

- Expenditures billed to the grant project should be in accordance with the budget approved by the awarding agency.
- Advance approval by the funding agency may be required for significant deviations from the approved budget. This includes using grant funds for expenditures which were not identified in the approved budget. Some expenses, such as advertising or publicity, may not be allowable expenditures and may require the explicit approval from the funding agency before costs are incurred.

Certifying Personnel Effort

- The activity of personnel assigned to the project must be certified by an individual with knowledge of all of the employee's activities.
- The Principal Investigator should sign after-the-fact activity reports which certify the level of effort of each person assigned to work on the project *regardless of whether or not the person is compensated from the grant funds* (i.e., the activity of personnel who contribute time to the project as a form of cost sharing must be documented).
- Amounts of activity charged to the grant budget should be consistent with the certified effort on the project.
- Personnel activity reports should be certified by the Principal Investigator on a monthly basis.
- If a faculty member receives release time to work on a grant, the personnel action form and personnel activity report should be signed by the department chair.
- If a student receives compensation for working on a grant, their personnel activity reports should be signed by their direct supervisor, department chair, and the Principal Investigator.
- For any person working on multiple grants, their total percent (Maximum) should not exceed 100% among all the grants for which they are involved. Some funding agencies may limit the total percent for a faculty member. (refer to the specific agency guidelines.).

Cost Sharing

- Matching or cost sharing contributions indicated on the approved budget must be documented by Grants and Contracts Accounting and reported to the funding agency on regular expenditure reports.

- The Principal Investigator is responsible for obtaining documentation of third-party cost sharing from project partners.
- The Principal Investigator will be asked to certify that payments made from cash sources are for project-related expenditures.
- Contributions of in-kind goods or services must be documented in accordance with federal regulations and certified by the Principal Investigator as related to the project.

Equipment

- The definition of permanent equipment is tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per item.

Project Records

- Project records are to be retained by the Principal Investigator for no less than 3 years beyond the project end date.

Project Start and End Dates

- Expenditures for the project must occur in the current budget funding period.
- Invoices and other forms authorizing payment must reflect dates that fall within this period.
- The account must be cleared and closed out within 90 days of the end of the funding period.
- A request for a “no-cost extension” of the project end date must be submitted to the Office of Sponsored Programs and must be approved by the granting agency.

Report Requirements

- Completion and timely submission of required reports are the responsibility of the Principal Investigator.

Signature Authority

- The signature of the Principal Investigator must be on all budgetary or reporting actions, including reports of personnel effort on the project.
- Grant proposals or certifications requesting the signature of the “Authorized Institutional Official” generally require the signature of the Vice President for Research and Federal Relations.
- All Grants, contracts, subcontracts or cooperative agreements require the signature of the Vice President for Research and Federal Relations.

Special Restrictions

- Entertainment, food, alcoholic beverages and gratuities are not allowable costs.

OMB Circulars

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| • OMB-Circular A-21 | Cost Principles for Educational Institutions |
| • OMB Circular A-110 | Uniform Administrative Requirements |
| • OMB Circular A-133 | Audits of Institutions of Higher Education |