

# Responsibilities of the Principal Investigator/Project Director

## Management

- The Principal Investigator/Project Director is responsible for the programmatic management of the grant or contract and conducts the project activities to meet project goals, objectives, and scope while adhering to the awarding agency guidelines and Illinois Wesleyan University policies and procedures.
- The Principal Investigator/Project Director is responsible for the financial management of the grant or contract and signs budget expenditure requests or awarding agency forms which request the “Principal Investigator/Project Director” signature. The Principal Investigator/Project Director ensures all project expenditures are allowable and allocable, directly related to the project, and necessary to meet the project goals and objectives.
- The Principal Investigator/Project Director has the responsibility to notify the Grants and Foundation Relations office on a timely basis when receiving awarding agency notifications and award funds/checks, and under circumstances when significant conditions related to the project status change.

## Compliance

- The Principal Investigator/Project Director has the responsibility to be aware of any requirements for cost sharing that were committed in the budget approved by the awarding agency and to ensure these obligations are met.
- The Principal Investigator/Project Director has the responsibility to be aware of requirements to certify the effort of personnel on the grant or contract, including time and effort reporting. The Principal Investigator/Project Director ensures that personnel paid from grant or contract funds have performed at the level of effort reported and certifies this on a regular basis.
- The Principal Investigator/Project Director should have no financial conflict of interest which would affect the conduct of the project, and will certify as much by completing the awarding agency and Illinois Wesleyan University Financial Conflict of Interest Disclosure Forms.
- The Principal Investigator/Project Director has the responsibility to ensure adherence to compliance policies of the awarding agency and Illinois Wesleyan University, including the Illinois Wesleyan University Responsible Conduct of Research Policy, and policies from the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). Compliance with regulations regarding responsible research, mitigate risk of injury, mistreatment, inaccurate findings, misstatements, conflicts of interest, and other forms of misconduct are the responsibility of the Principal Investigator/Project Director.
- The Principal Investigator/Project Director has the responsibility to submit all reports required by the grant or contract on a timely basis; the Principal Investigator/Project Director will acquire approval from the Provost when required and send copies of all reports to the Grants and Foundation Relations office.