

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.10.05	Effective Date: 12/26/14	Page No: 1 of 2
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Purpose: The Boyce Thompson Institute for Plant Research (BTI) is legally and financially responsible and accountable to the sponsor for the performance of the activity funded and the proper use of funds, but without the full cooperation and vigilance of the principal investigator (PI), BTI would fail in its stewardship role. This policy describes the overall responsibilities of the PI on sponsored awards.

Policy:

1. It is the policy of BTI that the PI is responsible for the proper fiscal management and conduct of the sponsored award.
2. The PI must comply with all the terms and conditions imposed by the sponsor and see that project funds are managed efficiently and effectively with approved budgets.
3. The PI is responsible for the preparation and submission of technical reports and any other required deliverables.
 - This responsibility also extends to any cost sharing commitments included in the project agreement.
4. The PI has a responsibility to the sponsor, his or her department, the Business Office and BTI to ensure that the requirements of the sponsored award are met and the policies of BTI are followed.
5. The PI is responsible for making sure that his or her award complies with the specific regulations regarding award administration for federal, state and private agencies or organizations that sponsor research, as well as BTI policies and procedures and any applicable IRS provisions.
 - These regulations can include reporting requirements, budgetary restrictions, cost sharing or matching provisions, rights to intellectual property, and others.
6. In the case of awards that list co-principal investigators (co-PIs), where both the PI and co-PI are employed at BTI, and where the budget is not divided between each of the investigators, the PI will assume responsibility for the award.
7. The PI is responsible for maintaining budgetary control and is personally accountable for all expenditures on the sponsored award.
 - Funds spent are not to exceed the award amount during the budget period.
 - PIs may be personally liable for knowingly incurring expenditures in excess of budget.
 - Funds must be spent according to the budget approved by the funding agency and in compliance with the regulatory agencies that oversee the funds.



POLICY

Project Management Responsibility

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8. The PI may designate one other person in his/her lab to act as an authorized signer. The authorized signer may approve purchase requisitions up to \$1,000.00.
 - Both the PI and the authorized signer are responsible for the appropriateness of costs charged to the award.