

# Principal Investigator / Project Director (PI/PD) Overview

MARCH 18, 2020

# PI/PD DEFINITIONS

The PI/PD of a project is an individual with responsibility to direct and supervise all scientific, educational, technical, or other programmatic aspects of the externally funded project.

The PI/PD is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

The PI/PD is responsible for the 1) conduct and supervision of the research, program, service, or other activity, 2) proper fiscal management of the project, 3) completion of required reporting, and 4) programmatic record keeping.

As PI/PD on a sponsored project, you will have overall responsibility – fiscal and programmatic – for the conduct of the project described in the proposal and /or awarding document.

# OTHER IMPORTANT DEFINITIONS

## Project Coordinator / Grant Manager

An individual that works closely with the PI/PD to carry out the 1) conduct and supervision of the research, program, service, or other activity, 2) proper fiscal management of the project, 3) completion of required reporting, and 4) programmatic record keeping.

## Project Manager

An individual that works closely with the project team to assist with the initiating, planning, and executing of the project to achieve specific goals and meet specific success criteria at the specified time. The primary challenge of project management is to achieve all of the project goals within the given constraints

# ROLES AND RESPONSIBILITIES

- The **programmatic management** of the contract or grant and conducts the project to meet project goals and objectives while adhering to sponsor guidelines, and university policies and procedures.
- The **financial management** of the contract or grant, hiring personnel, budget expenditure, and insures that all expenditures are directly related to the project and necessary to meet project goals and objectives as well as be allowable under the terms and conditions of the award.
- **Monitoring** any **sub recipients** to ensure that programmatically and financially the sub recipient is meeting project goals and objectives while adhering to sponsor regulations.
- The completion, accuracy, and timeliness of all technical **reports** required by the sponsor.
- Disclosing any **conflict of interest** that would affect the conduct of the project.
- Properly report your effort on federally sponsored activities by **certifying** your own effort and the effort of support staff, if applicable, on a quarterly basis.
- Ensuring compliance with university policies for **Intellectual Property and Human Subjects** are followed, if applicable to the project.

# PI/PD ELIGIBILITY

- Must have a full-time faculty rank or professional staff appointment **AND**
- Must be appointed at SNHU at the time the proposal is submitted, **AND**
- Must be qualified to lead the project both technically and administratively **AND**
- Must have approval from his/her primary supervisor and/or Business Unit Executive Leadership

Non-University personnel may not be listed as PI/PD's or Co-PI/Co-PD's on proposals. The institutional signature on a proposal indicates compliance with the terms and conditions of the grant if an award is made. The signature also certifies that the University and its PI/PD's are in compliance with numerous regulations. Signing a proposal that lists outside collaborators as PI/PD's or co-PIs would imply that the University can certify compliance for other institutions and their employees.

# GRANT PROCESS

