

PI RESPONSIBILITIES

Pre-award:

Coordinate with the college pre-award grant administrator as the central point of contact on all actions related to submission of new grants and grant renewals.

Provide advance notice and a completed CPH Grant Preparation Checklist to the Pre-Award Grants Administrator, allowing sufficient time (at least four weeks) to complete the grant submission process (from drafts through final approval by ORSP).

Develop general budget and resource requirements, including proposed staffing and levels of effort. Collaborate with Pre-Award Grants Administrator on final budget preparation.

Write the budget justification and keep it updated to match the final budget.

Write the scope of work and the proposal document.

Provide all required attachments in the required format with current information (examples: biosketches, certifications, letters of support, subaward letters, etc.)

Write Progress Reports to accompany non-competing grant renewals. Follow funding agency guidelines for progress report format and content.

Be familiar with and fully understand and comply with the funding agency guidelines, formats, requirements and deadlines for submission. Share all required guidelines and requirements documents with the Pre-Award Grants Administrator in advance.

Be responsible for formatting, editing and proofing final documents. Ensure that the CPH Pre-Award Grants Administrator has access to the documents in a format that can be modified if needed, and not just PDF versions.

Either load the documents into TRACKS or request that the Pre-Award Grants Administrator be responsible for loading them into TRACKS.

Sign off on proposal in TRACKS as the PI in order to initiate approval workflow. Monitor progress of reviews and approvals in TRACKS. Respond to requested changes from ORSP, either in TRACKS notes or separate e-mails, in a timely manner. Once the proposal is routing in TRACKS ensure that all communication is routed through the TRACKS "activity history" section for the grant.

Post-award:

Propose adjustments to resources and staffing and request budget changes, coordinating with the post-award grants administrator to ensure that they fall within grant guidelines.

Monitor sub-awards for potential changes to scope and budgets.

In collaboration with the post-award grants administrator and other college or university business staff, ensure that university and funding agency rules and guidelines are followed for procurement, travel and other expenditures, and for any human resources actions related to grant-funded personnel.

Be responsible for project management and research administration.

Develop progress reports as required.