**SPONSORED PROGRAMS PATHWAY AT BOSTON COLLEGE**

* A Guide for BC Principal Investigators and Department Administrators

For more detailed look at Roles and Responsibilities, visit the [OSP Roles and Responsibilities Matrix](#).

Or for more general information, visit: [www.bc.edu/osp](http://www.bc.edu/osp)

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**PI: Review Sponsored Programs Checklist & Export Control Checklist**

- Dept. Admin: Obtain completed [Sub Commitment Form](#) from Subawardees/s

PI identifies funding source and develops proposal as it pertains to the Sponsor Requirements

- PI Department initiates electronic transmittal with PI proposal documents and Sub internal documents (if applicable)

The Electronic Proposal is workflowed to the PI who completes the Conflict of Interest form and Approves the Electronic Transmittal in PeopleSoft and form is workflowed to required internal approvers

OSP Reviews proposal for compliance to sponsor proposal guidelines and BC policy

- OSP Pre-Award contact provides any necessary official signatures and approves Proposal in PeopleSoft

PI performs work on award & monitors award with department admin assistance

- Dept. submits the [Final Progress Report](#) (and other required deliverables) to the sponsor & sends signed [Final Reports](#) to OSP

- OSP submits final financial report, final invention statement and other sponsor closeout documents. OSP maintains files per retention requirements.

**PROJECT ENDS**

**PI Responsibilities**

- Monthly Review of Budget, Expenditures, Grant Portfolio & Travel Using PeopleSoft Reports & Award Letter (Dept. Admin & PI)
- Cost Sharing chartstrings, if cost share is included in proposal
- Certifying effort (See Effort Reporting Policy)
- Submitting technical reports to sponsor, if applicable
- Approving sub invoices within 30 days as needed
- Making sure all expenditures on project are allocable, allowable, reasonable and timely
- Via OSP, prior sponsor approval is needed for change of 25% or greater in effort, scope of work or budget
- OSP receives, processes and applies payments from sponsors
- Within 90 days of end date, identify if project will need a No Cost Extension and if not, begin preparing project for closeout. (See [Closeout Policy](#) & [Closeout Checklist](#))

Things that may arise during the lifetime of the project:

- [Vendor payments](#) (via Pcard, Voucher, Purchase Order or BC Event Mgmt. Invoice)
- [Budget Transfers](#), Cost Transfers, Labor redistributions, Employee Change Request (ECR) if necessary
- [Travel](#) (Domestic and Foreign)
- [PO Change Requests](#)
- [Summer Salary](#)
- [Pre-Award Costs request for Non-Competing Continuations](#)
- [Possible A-133 Audit](#) on grant chosen
- Monthly Expenditure Review performed by OSP
- [Additional Subaward set up or amendments necessary](#)
- [Recharge](#) (Clean Room, Animal Facility charges, SEM & TEM Microscopes)
- [Possible sponsor site visit](#)
- [Unexpected Export Control Matters](#) (Foreign: Travel, Vendor, Foreign National Hire)
- Also please review the [Export Control Roles and Responsibilities](#) document

**Dept. & PI: Submits signed Authorized Signature Form to OSP for PeopleSoft Access**

Compliance Note: IRB & IACUC approvals must be in place before any funds related to IRB & IACUC can be expended.