

A Brief Guide to Shared Research Responsibilities

At Boston College, the responsibilities for the management of sponsored programs are shared among the Principal Investigator (PI), the Departmental Administrator (if present), and the Office for Sponsored Programs (OSP). In brief, here are the responsibilities they share before the grant is made (pre-award) and after the award has been received (post-award).

Pre-Award

PI responsibilities include:

- writing a sound, well-composed proposal
- obtaining necessary approvals from VP Research, Dean, and Chair for space, faculty buyouts, etc.
- ensuring on-time delivery of proposal to OSP
- submitting the proposal on behalf of the University

Departmental Administrator responsibilities include:

- making their grant-related services known to School/Departmental faculty
- assisting the PI in preparing the proposal (e.g., compliance, budget, certifications)
- coordinating review with VP Research, Dean, and Chair
- delivering proposal packet to OSP at least 5 days in advance of deadline
- paying attention to special requirements of the project (e.g., specialized supplies)

OSP responsibilities include:

- making clear that it welcomes advance proposal drafts for comments and review
- enumerating, where necessary, required certifications
- reviewing proposal packets for completeness and accuracy
- providing final signatory approval for proposal submission

Post-Award

PI responsibilities include:

- assuring that all expenditure are reasonable, allowable, and allocable
- hiring staff in a responsible fashion and ensuring they are paid on a timely basis
- submitting required periodic and final project reports

Departmental responsibilities include:

- executing reimbursements that are reasonable, allowable, and allocable
- conducting periodic review of the project's budget
- overseeing payroll transactions
- raising potential issues with the PI and bringing violations to the VP Research

OSP responsibilities include:

- reviewing major project expenditures
- facilitating payroll
- submitting invoices and financial reports to sponsors
- advising and consulting on special project needs