

## **Research Administration – Principal Investigator Responsibilities**

### **Overview**

When research funds are awarded to individual researchers and/or to the institution, the University has a stewardship responsibility to ensure that the funds are utilized effectively and in accordance with sponsor policies and guidelines. This document is intended to provide a summary of the responsibilities of Principal Investigators/Research Account Holders as they relate to the management of research funds.

### **Principal Investigator/Research Account Holder Responsibilities**

- Provide written authorization for all expenditures charged to their research accounts or where applicable, provide written delegation of signing authority.
- Ensure that individuals with delegated signing authority understand and comply with University and sponsor requirements.
- Use the award only for the designated purposes for which the award was made.
- Ensure that all expenditures comply with University and funding agency policies, procedures and guidelines.
- Ensure that sufficient funds are available to cover all expenditures and resolve any over-expenditure in a timely manner in accordance with the University's Administrative Policy 7.11 (Over-Expenditure of Research Accounts).
- Monitor and review on a regular basis all financial transactions that have been charged to their accounts and communicate any discrepancies to their department administrator and/or Research Accounting.
- Abide by the University of Western Ontario's Research Policies including the requirement of meeting all regulations regarding the use of animal subjects, human subjects and bio-hazardous materials and other Administrative Policies and Procedures as appropriate.
- Submit any supporting documentation required by University policy or sponsor guidelines, where necessary.
- Review and sign financial reports as required by the sponsor.
- Submit all technical, scientific and/or progress reports by the prescribed deadlines as required by the sponsor.
- Promptly notify Research Development & Services of any change in their employment status for the duration of the award.
- Co-operate in the investigation of any allegation of research misconduct or misuse of funds as it relates to their research project(s).