

Biochemistry Request for Limited Principle Investigator (PI) Status

PI Name:

Title: _____ Highest Degree Earned: _____ Year _____ :

Department/Center: Biochemistry Department

College/School: College of Agricultural Life Sciences

Approval Requested: One-time PI status for this project

As mentor to the applicant I agree to the following:

1. I will provide facilities and laboratory space for the duration of this project.
2. I will insure compliance with effort policy. To allow time for performance of duties that cannot be charged sponsored projects, 3%-5% of the applicant's salary will be supported on a non restricted source for the duration of the project.
3. I will retain responsibility for any staff that are hired and/or supported on this funding.
4. I will ensure that the applicant adheres to the roles and responsibilities of a PI on a sponsored project.

Approvals:

Principal Investigator for applicant _____ Date _____

Justification: (Please indicate why this individual is the most appropriate person to serve as PI on this project)

Approvals:

Chair/Center Director

Date: _____

Signature by Chair/Director signifies departmental faculty approval of this request

What every PI should know

Principal Investigators are required to exercise oversight of the financial transactions and financial status of each grant and contract sufficient to ensure that charges are:

- reasonable and necessary
- allowable under the terms & conditions of the award
- properly allocated to & among the multiple awards and funding sources
- limited to the funds awarded for the project

General Rules

- Costs **must** be related to the project charged.
- Costs **must** be reasonable.
- Costs related to multiple projects allocated:
 - on proportional benefit, where possible
 - on any reasonable basis, where necessary
- Costs **may not** be assigned based on fund availability, award expiration date or other inappropriate criteria.
- Charges **may not** exceed project award.
- Pre-award costs, where permitted, limited to 90 days
- Unexpended funds may often be carried forward

Unallowable Costs

- Federal regulations prohibit certain costs, most common:
 - entertainment
 - alcoholic beverages
 - air/rail fare in excess of lowest available
 - general office supplies
 - most clerical & administrative salaries

Rebudgeting

- Modest re-budgeting generally allowed without agency approval.
- Re-budgeting of more than 25% may be problematic (e.g., change in scope).

- Significant re-budgeting of key personnel time indicates scope change.
- Re-budgeting which affects F&A must go through CALS and RSP.
- Obtain agency approval where required.

Cost Transfers are used to correct, reassign or redistribute costs between accounts

- Exceptional, not routine.
- Done on a timely basis.
- No parking of expenses.
- Original expense incurred during award period.
- Incorrect charges must **always** be removed.

Cost Sharing represents costs of carrying out a project not charged to a project.

- Cost sharing commitments on Federal projects **can't** be satisfied from other Federal projects.
- Salary requests and charges to projects should generally reflect effort committed (i.e., generally no cost sharing).
- Over-expenditures on projects transferred to non-project accounts represent cost sharing.
- Must be readily verifiable in University records.

Salary and Effort Reporting

- PI determines level of effort to be committed by personnel.
- Salaries charged should be consistent with effort.
- Significant variances in effort require redistribution.
- No redistribution required for short term fluctuations.
- 6 month effort certification required.

Travel and Business Expenses

- Limited to lowest commercial fare.
- Must use U S carriers.
- Travel meals limited to \$40 (\$10/10/20); Hotels \$70.
 - Charge excess to other non restricted sources.
- Business meals
 - Same limits as above.

- Document business purpose and attendees.
- Entertainment costs **not** business expenses.

Equipment Purchases

- Definition: \$5,000 and useful life 1+ year.
- Re-budgeting into or out of equipment impacts F&A.
- Purchases during the last 60 days of terminal year may be problematic.
- University tags, tracks and capitalizes equipment. Report dispositions to Ken Kalbfleisch.

Indirect Costs

- also known as Indirect Cost Allowance (ICA), Facilities and Administration (F&A), or Overhead.
- Recovered through application of an indirect cost rate.
- Rate applied to MTDC (total direct excluding equipment, GRA tuition, and subcontracts in excess of \$25,000).
- Separate rates for on campus, modified off campus, off campus.

Reporting

- PI is responsible for the timely and accurate completion of all reporting on this project.