ROLE OF THE PROJECT DIRECTOR/PROGRAM INVESTIGATOR

The Principal Investigator, or Project Director/Principal Investigator (PD/PI) is the individual(s) with the appropriate level of authority and responsibility to direct the project or program supported by the grant. The PD/PI is responsible and accountable to King’s College, or, as appropriate, to a collaborating organization, for the proper conduct of the project or program including the submission of all required reports.

The Project Director (PD)/Principal Investigator (PI) serves a critical role in the success of all grant projects by providing administrative oversight, budget management and accurate funder reporting.

Below are the key responsibilities of the PD/PI role. Please read, print and sign below confirming your knowledge/acceptance of these responsibilities prior to grant proposal submission.

1. I understand and agree to carry out this project with the highest professional standards and within the time period specified.
2. I assume responsibility to read, understand and comply with all of the terms and conditions contained in this grant application, a copy of which is attached for my records. Should any of the terms, conditions, period of performance or budget not be acceptable to me, I must notify the Academic Grants Office prior to grant submission by King’s College.
3. I understand my responsibilities, and agree to abide by both the King’s College and funding agency policies including but not limited to patents, conflict of interest, drug-free workplace, lobbying, consulting, scientific conduct, procurement, personnel and accounting.
4. I agree to inform and ensure compliance with such applicable terms and conditions of the grant as well as the policies of King’s College, as referenced above, on all persons working on this project.
5. I will ensure that all publications and presentations resulting from work on this project will include a proper disclaimer and acknowledgment of sponsorship as required by the funding agency, whether written or oral, as presented by myself or any others involved in the project.
6. I will manage the grant budget according to the policies of King’s College and obtain prior approval from my Department Chair for any budget overrun.
7. I will submit any changes to the grant budget, scope of work or period of performance for approval in writing by the Academic Grants Office and subsequently communicate in writing to the funding agency for approval/notification.
8. I accept responsibility to prepare and submit sponsor-required reports within the grant-specified deadlines.

By signing this agreement, I hereby agree to all of its terms and conditions.

Signed and Agreed to by:

_______________________________                                                              ___________________
Principal Investigator (signature)      Date

_______________________________
Principal Investigator (print)