Subj: ASSIGNMENT OF RESPONSIBILITIES BY THE PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR

1. The Principal Investigator/Program Director (PI/PD) is responsible for his/her sponsored program activity. This includes responsibility for completing the proposal, assuring the proposal accurately describes the work to be performed, developing the budget, approving all expenditures, attesting that all expenditures are in support of the deliverable, and providing the deliverable.

2. During performance of the sponsored work, the PI/PD may assign certain administrative responsibilities to other individual(s) involved in the sponsored activity. This individual could be an administrative program manager in the case of a large project or multiple projects under the direction of a single or group of PI/PD, or one of the support personnel associated with one or more projects. A PI/PD cannot delegate responsibilities to department/school/institute staff, the Chair/Director/Dean of the PI/PD, the Sponsored Program Financial Analyst (SPFA), or a contractor. A contractor cannot make decisions on behalf of the government.

3. The PI/PD shall carefully consider the assignment of administrative responsibilities to another individual. The assignment of responsibilities to another individual does not negate the PI/PD’s accountability. The PI/PD is ultimately responsible for the sponsored project.

4. Formal documentation is required in order to assign or delegate responsibilities of the PI/PD to another party. The only responsibilities that may be delegated or assigned are:

   - Initiating expenditures
   - Approving expenditures

5. The PI/PD cannot delegate his/her responsibility for the Attestation Process nor can the technical direction of the sponsored project/program be delegated to someone other than the PI/PD or Co-PI/PD(s). Technical direction includes changes in scope and/or deliverable of the sponsored project/program.

6. In order to assign the administrative responsibilities listed in paragraph 4 to another individual, the PI/PD must complete the Assigantion of Responsibilities Form and forward it to the Research and Sponsored Programs Office (RSPO). The RSPO will acknowledge receipt and provide a copy to the Sponsored Programs Financial Analyst responsible for the account identified in the memo. The Assignment Form will become part of the project file.

7. The assignment of responsibilities to another individual by the PI/PD will remain in effect until a) expiration of account identified, or b) notification from PI/PD to rescind authorization. Both the PI/PD and the assignee will be required to complete the annual certifications required for individuals involved in the conduct of sponsored program activity.