



## **Project Management: Who Is Responsible for What?**

I. The principal investigator is responsible for:

- updating the online Conflict of Interest form if any new relationship or change in any exiting relationship has occurred since the last disclosure that might constitute or lead to a real or perceived overlap of interest with their professional and academic activities at Duke ( [https://adgapps.duhs.duke.edu/coi\\_form/](https://adgapps.duhs.duke.edu/coi_form/));
- complying with University and sponsor policies regarding sponsored research such as conflict of interest, misconduct in research, data retention, use of human subjects, and use of animals;
- implementing the project as described in the award;
- prudently managing of activities and expenditures related to a project;
- providing the progress reports and final reports requested by the sponsor; and
- disclosure of inventions to the University Office of Licensing and Ventures in a timely manner.

II. The department staff person assigned as "grant manager" by the chair is responsible for a variety of critical monitoring and record keeping tasks.

III. The Office of Research Support is responsible for:

- providing a liaison with sponsors on behalf of the principal investigator on all contractual, administrative matters;
- approving all changes to agreements between Duke and sponsors;
- approving the Cost Exception Forms I and II;
- approving consultancies;
- preparing subcontracts and any modifications to subcontracts; and
- submitting to sponsors the annual and final Patent/Inventions Reports.

IV. The Office of Sponsored Programs is responsible for:

- establishing accounts, identified by WBS Elements, for sponsored projects;
- preparing invoices and managing cash collection;
- preparing interim and final financial and property reports as required by sponsors;
- administering the Monitored Workload System;
- performing any required equipment screening; and
- representing the University in financial audits.

**CC:**

Grant Manager