

RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS

The principal investigator (PI) is responsible to assure that all activity incurred on behalf of his/her project is allowable, reasonable and allocable according to the terms of the awarding agency. The PI is responsible for maintaining proper records as well as for the timely verification of all financial transactions, including the personnel effort charged to his/her project. A variety of transaction reports/queries of receipts/expenditures are available through the OUHSC accounting system. The principal investigator is responsible for the sound fiscal management of his/her project including providing an alternate source to cover any unallowable charges or over expended project costs. The PI or his designee (with first hand knowledge of the activities of the project) will endorse all encumbrance documents or invoices and assign the appropriate chartfield spread. (See sample of [Sponsored Programs Authorization Form](#) – this form is not required but may be helpful to larger departments with centralized data entering personnel). The PI will forward these documents to departmental personnel with PSFT enterer/approval security. These approvals are subject to audit by Grants and Contracts Accounting personnel, Internal Auditing personnel and external audit personnel.