

UCI ADMINISTRATIVE POLICIES & PROCEDURES

RESEARCH AND SPONSORED ACTIVITIES

Office of Research Administration

Section 480-2.4: Responsibilities for Conduct & Administration of Research for Department Administrators

Responsible Office: Office of Research Administration

Issued: June 23, 1986

Revised: September 20, 2000, December 1, 2004

References

- UC Research Policies and Guidelines
- UC Contract and Grant Manual
- UC Academic Personnel Manual
- UCI Research Policies and Guidelines

Summary

This policy describes the responsibilities of department personnel.

Definitions

Principal Investigator (PI) is an employee of UCI (usually with an academic appointment) who is or becomes eligible under University policy to submit a proposal for extramural support of a research, training, or public service project. The PI has primary responsibility for the scientific, technical, and administrative conduct of a project. A PI must personally participate in the project to a significant degree; "fronting" as PI is contrary to University policy.

Lead Researcher (LR) is a title signifying eligibility to perform research involving human and animal subjects and use of recombinant DNA (rDNA). Individuals serving as LR on IRB, IACUC and IBC protocols must have a formal affiliation (i.e., a faculty or staff appointment or enrolled student) with UCI.

Policy

Departmental administrative staff are responsible for assisting Principal Investigators in the administration of awards. It is essential that administrative staff communicate frequently with Principal Investigators in order keep apprised of the business aspects of the project. For the purposes of this section, the term "Lead Researcher," which is used by campus regulatory committees, may be substituted to indicate departmental administrative responsibilities associated with unsponsored or internally funded studies.

Authority and Responsibility

Departmental administrative staff are responsible for:

- alerting Principal Investigators when continuation/renewal proposals and protocols are due;
- determining that title and pay scales used in proposals are correct;
- alerting Principal Investigators when reports are due;
- routinely communicating with Principal Investigators fund balances, status of key purchases or other orders, relevant information from the awarding agency or University offices, etc.;
- providing business and bookkeeping expertise (i.e., reviewing and reconciling ledgers);
- preparing and submitting all relevant documents – personnel or otherwise – on a timely basis; and
- assisting Principal Investigators in all administrative aspects of an award, including maintenance of internal records relative to expense charges and providing verification that such charges are in accordance with the project terms and University policies.