

Roles and Responsibilities for Federal Contracts

When the University receives research and development funding in the form of a federal contract or a subcontract under a prime federal contract, the Principal Investigator, Departmental Administration, and Office of Sponsored Programs have separate but related roles and responsibilities related to the contract.

The following table summarizes the different roles and responsibilities. More detailed rights and responsibilities for Principal Investigators may be found in Policy 11-01-02 -- <https://www.cfo.pitt.edu/policies/policy/11/11-01-02.html>.

PRINCIPAL INVESTIGATOR (PI)	DEPARTMENT ADMINISTRATION (DA)	OFFICE OF SPONSORED PROGRAMS (OSP)
<ul style="list-style-type: none"> Develop science and work with DA to complete proposal documentation. 	<ul style="list-style-type: none"> Interact with OSP and PI to complete documentation for proposals. 	<ul style="list-style-type: none"> Review and endorse proposal submissions.
<ul style="list-style-type: none"> Conduct the work supported by the contract in a professional manner within the time frame proposed and on budget (as well as in compliance with all terms and conditions of contract), including monitoring of subrecipients. 	<ul style="list-style-type: none"> Interact with OSP for submission of internal documentation. 	<ul style="list-style-type: none"> Negotiate and accept terms and conditions of contract (and modifications).
<ul style="list-style-type: none"> Interact with the government's Contracting Officer's Representative with respect to technical issues related to the contract. 	<ul style="list-style-type: none"> Assist PI with government interaction. 	<ul style="list-style-type: none"> Serve as the primary point of contact for interactions and communications with the government's Contracting Officer and designated representatives with respect to business issues related to the contract.
<ul style="list-style-type: none"> Submit progress and final reports to the government (or DA if OSP signature is needed). 	<ul style="list-style-type: none"> Assist PI in preparation of reports, if appropriate, and submit to OSP for signature when necessary. 	<ul style="list-style-type: none"> Sign reports as required by government.
<ul style="list-style-type: none"> Follow university and government guidelines regarding use of animal and human subjects research. 	<ul style="list-style-type: none"> Remind PI of compliance items and check current status prior to submitting items to OSP. 	<ul style="list-style-type: none"> Ensure that all compliance items are current (including IRB, IACUC, COI, etc.).
<ul style="list-style-type: none"> Report patentable and other commercially valuable findings to the Innovation Institute in accordance with University patent policy. 	<ul style="list-style-type: none"> Assist PI in preparation of certain post-award matters, such as prior approvals, budget revisions, no-cost extensions, and subcontracts and service agreements. 	<ul style="list-style-type: none"> Endorse, submit, and assist with certain post-award matters, such as prior approvals, budget revisions, no-cost extensions, and subcontract issuance.
<ul style="list-style-type: none"> Interact with other administrative offices, such as Innovation Institute, IRB, and IACUC review boards (as needed). 	<ul style="list-style-type: none"> Interact with other administrative offices, such as SPA, Purchasing, and Human Resources (as needed). 	<ul style="list-style-type: none"> Interact with other administrative offices, such as SPA, Purchasing, Innovation Institute, Risk Management, and OUC (as needed).
<ul style="list-style-type: none"> Review monthly accounting of contract. 	<ul style="list-style-type: none"> Submit invoices to SPA and payment requests to Payment Processing (for subrecipients). 	<ul style="list-style-type: none"> Serve as Institutional Signatory.
<ul style="list-style-type: none"> Ensure research is conducted safely and in compliance with all state and federal regulations. 		