

Learn More: *Project Personnel:
Roles & Responsibilities*

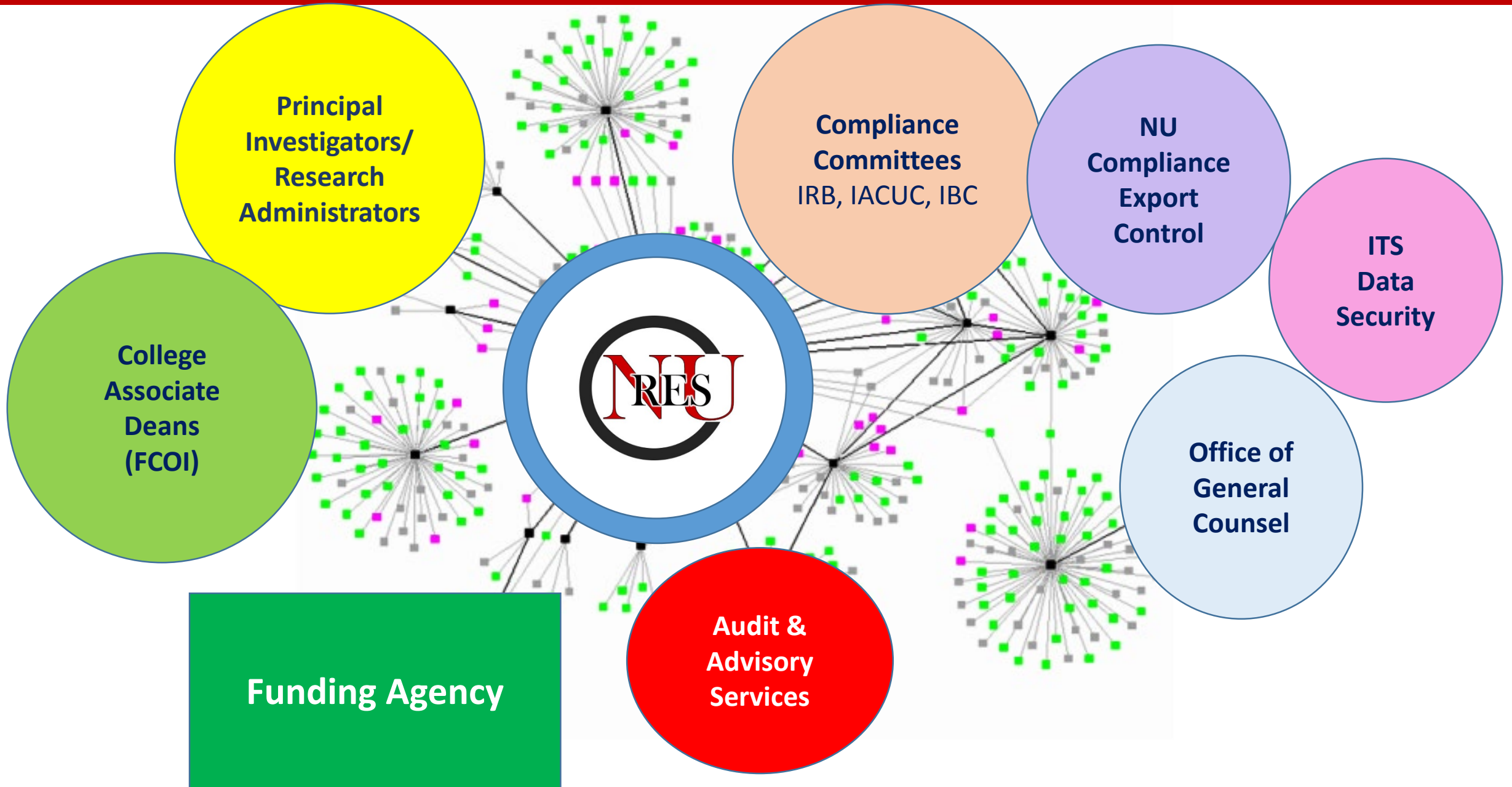
RESEARCH ENTERPRISE SERVICE

November 2018

Learning Objectives

- **Identify project personnel roles;**
- **Understand how each team member's role corresponds to individual responsibilities related to federal rules, funding agency regulations and NU research policies; and**
- **Learn how administrators can support Investigators and Project Personnel in meeting their responsibilities related to research projects.**

Northeastern University



Project Personnel: Roles

- 🐾 **Principal Investigator**
- 🐾 **MPIs**
- 🐾 **Co-Investigators and Senior/Key Personnel**
- 🐾 **Consultants**
- 🐾 **Collaborators**
- 🐾 **Staff: Research Associate, Technicians**
- 🐾 **Research Fellows (Trainees)**
- 🐾 **Research Assistants (Students)**
- 🐾 **Other Personnel**

Principal Investigator



Principal Investigator

Principal Investigators (PIs) have overall responsibility for the design, conduct and reporting of research and are charged with developing project that will generate high quality, reproducible, objective findings and results.

They lead a project team, forge collaborative partnerships and provide mentorship and training of future researchers.

They are also responsible for the administrative and fiscal management of their awards and compliance with all applicable regulations and policies – both individually and also are responsible for holding project personnel accountable for their compliance with applicable rules, regulations and policies.



Principal Investigator

- (1) the information submitted within the application is true, complete, and accurate; and**
- (2) any false, fictitious, or fraudulent statements or claims may be subject to criminal, civil, or administrative penalties; and**
- (3) I accept responsibility for the scientific conduct of the project, compliance with the terms & conditions of the award and will provide the required progress and final reports --- (fiscal, programmatic and invention reports).**



Principal Investigator – Leadership & Oversight

- 🐾 Eligibility
- 🐾 Proposal Development
- 🐾 Scientific & Programmatic Direction & Oversight
- 🐾 Mentorship & Training
- 🐾 Culture & Safety
- 🐾 Award Management (Fiscal, Administrative, Reporting)



Principal Investigator – Leadership & Oversight

Eligibility

- ❃ **PI**
- ❃ **MPI**
- ❃ **Selection of Project Personnel**



Principal Investigator – Leadership & Oversight

Proposal Development

- 🐾 Reviewing the FoA; lead the writing team in drafting the proposal;
- 🐾 Developing the Budget to capture the full costs of conducting Project;
- 🐾 Identifying Special Needs, e.g., equipment, space
- 🐾 Preparing Protocols (animals, human subjects, IBC registration)
- 🐾 Securing Institutional Approvals



Principal Investigator – Leadership & Oversight

Scientific & Programmatic Direction & Oversight

- 🐾 Record Keeping
- 🐾 Data Sharing
- 🐾 Authentication/Replication of Results
- 🐾 Research Integrity



Principal Investigator – Leadership & Oversight

Mentorship & Training

- 🐾 IDPs

- 🐾 Training

 - RCR

 - Human Subjects

 - Animals

 - Conflicts of Interest



Principal Investigator – Leadership & Oversight

Culture & Safety

- 🐾 Environmental Health & Safety
- 🐾 Lab Safety
- 🐾 Protocol Review & Adherence
- 🐾 Data Security
- 🐾 Non-Discrimination
- 🐾 Accountability



Principal Investigator – Leadership & Oversight

The New York Times

Culture & Safety

Harvard Professor Resigns Amid Allegations of Sexual Harassment



IN THE LAB

Sexual harassment is rampant in science — and current policies aren't cutting it, landmark report finds

By MEGAN THIELKING @meggophone / JUNE 12, 2018



Membership ▾ Committees/Communities ▾ Advocacy Educators Careers ▾ Awards Publications ▾ Meetings ▾ Science Outreach ▾

ASCB Post → Careers

Bullying in science: let's face the problem

By Margherita Perillo | March 16, 2018

Principal Investigator – Leadership & Oversight

Award Management (Fiscal, Administrative, Reporting)

- ❃ Allocable Costs
- ❃ RoEs
- ❃ Annual Progress
- ❃ Notifications of Changes/Modifications
- ❃ Progress & Final



Investigators

Responsible for the design, conduct or reporting of the research, educational or public service program.

Contribute to the project in a substantial, measurable way.



Investigators

- ❃ MPI – MPI Plan
- ❃ Senior/Key Personnel
- ❃ Subrecipient Investigators
- ❃ Consulting Investigators
- ❃ Collaborators*



Investigators

- 🐾 **BioSketches**
- 🐾 **Other Research Support Report**
- 🐾 **Training**
- 🐾 **T&E Certification**



Investigators

- 🐾 **BioSketches**
- 🐾 **Other Research Support Report**
- 🐾 **Training**
- 🐾 **T&E Certification**

- 🐾 **Subrecipient Investigators**



Consultants

Investigators or Vendor?

- ❖ **Independent Contractor – Investigators follow NU Regulations, including FCOI.**



Collaborators

🐾 Letters of Support



Staff: Research Associates, Technicians, Study Coordinators

Participate in the design, conduct and reporting of the study under the supervision of Investigators; work within the scope of research or program activity and their role; and comply with applicable regulations.

Training, EH&S, Adherence to Protocols



Trainees & Students

Under the supervision of Investigators and Senior Personnel and Staff, participate in the design, conduct and reporting of the study.

RCR, EH&S, Adherence to Protocols



Best Practices

- **On-Boarding New Faculty**
- **Review & Annotate the Notice of Award Terms & Conditions, and corresponding training and reporting requirements.**
- **Regular Meetings w/Project Team for updates about new awards, revised protocols, etc.**
- **Ask for help**



For More Information

Northeastern University Research Enterprise Services



● NU-RES Content

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What we do:

Northeastern University Research Enterprise Services (NU-RES) provides a number of research support services, from proposal review and submission, to grant and contract negotiation, to financial and administrative oversight throughout the award life cycle.

Find your point of contact below based on department (for Research Administration related questions), College (for Research Finance related questions), or Subject Matter; alternatively, you can search our [staff listing](#) page.

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