*The purpose of this document is to ensure that Principal Investigators (PIs) are acquainted with their responsibilities concerning management of grant awards.*

*Yes No*

\_\_\_\_\_ \_\_\_\_\_ I understand that I am responsible for the overall management of the project in accordance with Loyola and sponsor regulations.

I have received the necessary information to manage my award including:

\_\_\_\_\_ \_\_\_\_\_ Award documentation

\_\_\_\_\_ \_\_\_\_\_ My Budget training

\_\_\_\_\_ \_\_\_\_\_ Overview of post-award requirements

\_\_\_\_\_ \_\_\_\_\_ I understand that if I have a state or federal award that effort reporting is required and that Loyola reports effort for the fall and spring semesters and for the summer months. The Controller’s Office will send me effort reporting forms each period.

\_\_\_\_\_ \_\_\_\_\_ I confirm that the Conflict of Interest form completed at the time of application is still valid.  
 *If no, a new form must be completed prior to expenditure.*

\_\_\_\_\_ \_\_\_\_\_ Are there funded research students who will work on the project?   
 *If yes, Responsible Conduct of Research (RCR) is required for NSF and NIH awards. Students may not be paid until training is completed.*

\_\_\_\_\_ \_\_\_\_\_ Will there be research with human subjects on this project?   
 *If yes, an IRB approval is required before expenditures will be permitted. Approval #: HS-\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Questions?**

Contact the ORSP about: Contact the Controller’s Office about:

Budget adjustments My Budget (LUM’s financial system)

Stipend payments Procurement Card Transactions

Course releases Vendor payments

Requests for extensions Procurement questions

Subawards Mischarges on grant

General project management questions Effort reporting

**Contacts:**

**ORSP:**  
  
**Julie Ryder**   
[jryder1@loyola.edu](mailto:jryder1@loyola.edu), 410-617-2561

**Contoller’s Office:**    
  
 **Lei (Leslei) Tian**  
[lltian@loyola.edu](mailto:lltian@loyola.edu), 410-617-2524

Principal Investigator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_