

PI-STAFF RESPONSIBILITIES

Pre award/grant submissions-

- PIs are ultimately responsible for assembling the entire grant in InfoEd.
- Fund Admins will assist PIs with formulating budgets.
- PIs are responsible for completing the GCO eforms online as well as the Conflict of Interest forms in Sinai Central and all IACUC forms in InfoEd.
- PIs are responsible for submitting all No-Cost Extensions (NCE), Non-competitive renewals, JIT and Close Outs.
- We review and approve all grant submissions before going to GCO.
- PIs should, under the vast majority of circumstances, apply for competitive renewals of grants with enough lead-time to enable continuous funding.
- We work with the graduate school and assist graduate students with their fellowship grant submissions.

Post award/financial oversight by Fund Admins assigned to PIs-

- Reviews and approves all charges to grants.
- Responsible for providing quarterly reports (monthly if required due to overspending or underspending).
- Responsible for monthly financial review of ledgers and analysis.
- Coordinates with Department of Finance to resolve any incorrect and duplicate charges.
- Meets with PI quarterly, or more frequently as needed, to strategize spending of grants, alert PIs of need for NCEs, and process necessary salary source changes based on grant funding.
- Responsible for coordination of subcontracts needed on a grant from inception of agreement through creation of PO and processing and tracking invoice payments.
- Review Financial Status Reports for accuracy or corrections needed and request PI approval on final submission.
- Responsible for bringing items of concern to the attention of the PI to be addressed on a timely basis, in particular, patterns of overspending or underspending.
- Semi-annual reports are generated for all graduate student's fellowships. Fund admin will meet with students as needed to strategize spending.

Purchasing/reimbursements/research assistant new hires-

- All labs are responsible for submitting their own reimbursements and orders online.
- Carmen is responsible for processing all new hires, once she receives job description from PI, from submitting new position requests to working with HR on a timely start date.
- Carmen serves as liaison with purchasing and accounts payable.
- She assists labs with any questions regarding ordering or documentation needed to process orders.
- Carmen handles all vendor non-payment issues with Procurement.
- Carmen assists with the reimbursement of petty cash, check requests and travel vouchers.
- Carmen assists all new employees with Sinai Central and teaches them how to use it until they are able to attend the Sinai Central training classes.
- Carmen will place orders and process reimbursements for all new labs until they are up and functional.
- Carmen processes all contracts and serves as liaison with Dean's Office.
- She approves payment for all FedEx, UPS, telephone and consultant payments.

Post doc new hires/visa-

- Lourdes and Rezarta handle paperwork for all visas and serve as liaison with International Personnel.
- Assist postdocs with obtaining housing.
- Prepare postdoc offer letters and help expedite start date.
- Coordinates with the Office of Postdoctoral Affairs to schedule pre-employment physical and tox test.