

PI and Staff Responsibilities Pre/Post Grants, Financial Administration, Human Resources and International Personnel

Principal Investigators

Assemble grant submissions in InfoEd and deal directly with Funding Institutions. Peter Ortolani will work with his PIs and Awilda Jimenez will work with all other PIs.

- Proposal set up and uploads in InfoEd will be handled by Peter Ortolani for all of his PIs and Awilda Jimenez will handle all other PIs. Unless any PI feels confident enough to set up or upload their own.
- Work with Fund Admin and Awilda for timely submission of Just-in-Time requests, progress reports for non-competing continuations, final reports, and no-cost extensions to ensure continuous funding. Also work with Fund Admin and Awilda for final reports and grant closeouts, PI must allow sufficient lead-time for the Grants and Contracts Office (GCO) review (one week is suggested for a smooth process).
- PIs are responsible for providing updated Other Support pages and Biosketches to Awilda and Fund Admin when needed.
- PIs MUST inform their fund admin when they have added effort on other department's grants proposals. This is now required so that PIs are not going above their effort.
- Apply for Competitive Renewals of grants, under the vast majority of circumstances, to enable continuous funding.
- Complete GCO required forms and training, e.g., Financial Conflict of Interest, Suspension & Disbarment, Human Subjects Research Training, Data Security, HIPAA Training, and HIPAA for Research Updates.
- Responsible for all IACUC and IRB submissions and approvals.
- Should notify Fund Admin and Awilda ASAP if any of their postdocs or students will be submitting new grant proposals.

Notify Fund Admin of all new students or volunteers in lab. Also, works with Fund Admin to request replacement or new positions (see hiring process below).

Post-Doctoral Fellows

Assemble grant submissions in conjunction with Awilda Jimenez in InfoEd and deal directly with Funding Institutions.

- Proposal set up in InfoEd will be handled by Awilda Jimenez for all unless PI feels confident enough to set up on their own. Uploads will also be handled by Awilda for all unless you feel confident enough to upload your own.
- Work with Fund Admin and Awilda for timely submission of Just-in-Time requests, progress reports for non-competing continuations, final reports, and no-cost extensions to ensure continuous funding. Also work with Fund Admin and Awilda for final reports and grant closeouts, PI must allow sufficient lead-time for the Grants and Contracts Office (GCO) review (one week is suggested for a smooth process).

- Complete GCO required forms and training, e.g., Financial Conflict of Interest, Suspension & Disbarment, Human Subjects Research Training, Data Security, HIPAA Training, and HIPAA for Research Updates.
- Responsible for all IACUC and IRB submissions and approvals.

Laboratory Staff

- Submit all purchase orders, acknowledge receipt, and process returns and refund requests.
- Lab manager works closely with Fund Admin and procurement office to resolve financial issues.
- Lab staff/manager assists new personnel with set-up of computer, phone, seating arrangements and lab safety training.
- Initiate check requests, petty cash, employee reimbursement and travel requests for lab staff. Works with Fund Admin to provide sufficient documentation as backup.
- Travelers must request reimbursement for travel no later than 30 days after returning from trip.
- Keep track of all FedEx shipments to provide Yue Cui with funding source to charge. Justification of shipment is needed for all shipments charged to a grant funding.

Fund Administrators

- Awilda (Andrea as backup) reviews and approves all grant submissions before going to GCO.
- Assist new faculty/postdocs/students with their first few grant submissions until they attend trainings and are functional.
- Assist PIs with formulating budgets for grants submissions.
- Provide quarterly projections to PIs (more frequently if needed - due to over or under-spending), and meets with PI to strategize on spending.
- Approve all charges to grants/other through Sinai Central, review monthly financial ledgers, and work with Finance dept to resolve incorrect or duplicate charges
- Process staff salary source changes, salary increase and bonuses through Sinai Central.
- Responsible for coordination of sub-contracts from inception of agreement to creation of PO and tracking of invoices.
- Works with PI and Dean's office to establish consultant contracts/agreements.
- Review Financial Status Report for accuracy and requests PIs approval for submission.
- Assist new PI and their staff with Sinai Central and InfoEd until they are able to attend training classes and are functional.

Hiring Process

- PI develops job description and notifies Fund Admin that a new vacancy/replacement is needed. PI completes vacancy/replacement form and send to their Fund Admin. Fund Admin will review to make sure all inform needed is included and correct then sends it to Administrator for processing.
 - PI is responsible for notifying their Fund Admin ASAP of lab personnel terminations.
 - PI is also responsible for notifying Fund Admin of any new students or volunteers in their lab. Please note all volunteers must be cleared through the volunteer office.

- PI is **not** allowed to extend a job offer to anyone. All offers must be made by HR and Onboarding team. Postdoc job offers see below under fund admin.
- Administrator – serves as liaison with HR
 - Requests new vacancy/replacement positions and follows up on approvals.
 - Keeps PI up-to-date on hiring process from offer made to start date.
- Fund Admin
 - Once a candidate for a Postdoc position is identified, assists PI with completing offer letter using template provided by Postdoctoral Office, only after a vacant position has been approved.
 - Helps to expedite start date. Coordinates with Office of Postdoctoral Affairs to schedule pre-employment physical and toxicology test.
 - Assists postdoc to obtain housing.
 - Departmental onboarding: to review PTO, safety and travel policies; setup of email account, assignment of keys and lab coats, etc.

International Personnel

- The following staff serve as liaison with International Personnel to assist postdocs/employees with entire Visa application.
 - Jo-Anne Elikann assists Drs. Goate Lab.
 - Peter Ortolani assists with Visas for Drs. Nestler, Castellano, Raj and Shen Labs.
 - Nora McLaughlin assists Drs. Kenny, deAraujo, Maze Lab.
 - Awilda assists with Visas for all other PIs.
 - Administrator and Chair sign off on all Visa applications.

Graduate Students

- PI must confirm funding is available with their Fund Admin before accepting a new student.
 - PI is responsible for getting approval from Chair to take on graduate students.
 - PI is responsible for notifying Fund Admin of all rotating students.

This and other important information can be found at bottom of our Department website under Education resources:

<http://labs.neuroscience.mssm.edu/>