

Research Administration – Roles and Responsibilities



Research Administration – Roles and Responsibilities

ROLES & RESPONSIBILITIES BY KEY STAKEHOLDER

	RESEARCHER / PRINCIPAL INVESTIGATOR (PI)
--	--

1. Conduct administrative research activities responsibly, with the highest levels of integrity and in compliance with all policies, regulations, and procedures of both the

Academic



Research Administration – Roles and Responsibilities

Academic	DEAN / ASSOCIATE DEAN OF RESEARCH / DEPARTMENTAL CHAIR / DIRECTOR OF SCHOOLS AND INSTITUTES
	1. Communicate and advocate the University's highest level of integrity and compliance with all relevant administrative policies and regulations, for all sponsored research projects.
	2. Approve teaching, administrative release and/or salary support, when requested by Principal Investigators.
	3. Confirm availability of space and other resources needed for the conduct of the project.
	4. Endorse Departmental and/or Faculty matching or in-kind contributions.
	5. Implement processes and procedures, which safeguard against over-expenditures with the understanding that the Faculty/Department/School/Institute shares responsibility with the Researcher for over-expenditures incurred on sponsored funds.

Faculty / Departmental Administrative and Support Staff	FACULTY FINANCIAL OFFICER (FFO)/DIRECTOR OF ADMINISTRATION
	Coordinate the dissemination and local implementation of research administration policies, procedures and guidelines to Faculty and Departmental staff. Ensure direct reports are conducting responsibilities listed below.
	FINANCIAL SERVICE TEAMS (FSTs) / OTHER ADMINISTRATIVE OFFICERS AS REQUIRED

1.

Research Administration – Roles and Responsibilities
