



Grant Writing Roadmap

From Idea to Application

TOOL: Principal Investigator Guidelines

Principle Investigator Roles as defined by MSU Office of Sponsored Projects: (<https://osp.msu.edu/PL/Portal/134/FederalStateCostPolicy#rolesResponsibilities>)

Principal Investigators (PIs) are responsible for the technical success of their projects, as well as complying with the financial and administrative policies of the University and the award. Although some responsibility may be delegated to staff, PIs must maintain oversight and are accountable for all project activities. PIs' financial responsibilities include, but are not limited to, reviewing the project account's operating statement monthly to ensure that the expenses are appropriate, certifying equipment purchases and subaward payments, and completing applicable effort reports. PIs' technical responsibilities include, but are not limited to, executing the scope of work outlined in the award, completing technical/progress reports, as well as invention and equipment reports to the sponsor as required in the award, and ensuring the integrity of collaborative relationships.

MSU Extension Principal Investigator Requirements:

- Must be MSU Board Appointed Staff – e.g. Director/Educator/Specialist
- Must have a masters degree or higher.

Other PI Roles and Responsibilities:

- Must be knowledgeable enough about the project to serve as key or primary contact. PIs often have to answer questions pre- and post- application and post-award that may arise from MSUE Grant Services/ MSU Office of Sponsored Projects / Institute Directors/ Potential Partners/ Grantors/ Proposed implementation staff.
- Understand the commitment of time required of the PI and have that time available within workload if request is funded.
- Understand that those who agree to serve as PI are assuming full responsibility for the successful implementation and accurate reporting of grant outcomes.