

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** CG PI Funding**Policy Number:** 950-01-007

Responsible Officer:	CFAO
Responsible Office:	UCR SOM Administration
Origination Date:	July 06, 2021
Date of Revision:	
Scope:	Percent (%) Effort Reporting on Contracts and Grants (C&G)

I. Policy Summary

To ensure compliance that time spent on administrative duties not defined in the scope of grant will not be charged to C&G funds.

II. Definitions

PI: The lead principal investigator (PI) is the primary individual in charge of a research grant, cooperative agreement, training or public service project, contract, or other sponsored activity.

III. Policy Text

Per C&G regulations, including those under Circular A-21, effort is defined as the amount of time spent on a particular activity, including the time spent working on a sponsored project or on administrative duties unrelated to a sponsored project. Thus, effort spent on an activity directly linked to a C&G sponsored project is an allowable direct expense on a grant, while effort spent on non-C&G administrative duties is not and therefore, cannot be charged to a C&G. This policy is intended to ensure all faculty have some % effort, with a minimum of 3%, allotted to non-C&G non-restricted funds to account for the time spent on regular non-C&G administrative duties. The department FAO is responsible for ensuring that no PI is reporting 100% effort to C&G sponsored projects, and that some % is always sustained under non-restricted funds, to account for the time spent on non-C&G activities.

IV. Responsibilities

Department Chairs and FAO's

V. Procedures

A faculty that is assigned a PI role, also has a responsibility of proposal preparation that may fall under administrative work not covered within the scope of the grant.

A PI's proposal preparation, review and approval responsibilities include, but are not limited to:

- A. Writing a technical narrative.
- B. Identifying subrecipients/consultants, and request their budget and budget justification, statement of work.
- C. Developing UCR'S budget and budget justification.
- D. Identifying the need for any cost sharing.
- E. Initiate, confirm source(s) of cost sharing, and obtain cost sharing commitment.
- F. Coordinate facility/space arrangements.
- G. Provide input for the electronic Campus Approval Form (e-CAF) and route proposal for approval.
- H. confirm that proposal adheres to sponsor requirement (e.g., text, margins, font, etc.).
- I. Review proposal before sending proposal to Sponsored Programs.
- J. Verify that mandatory cost sharing is captured.
- K. Conduct programmatic review of proposal.
- L. Conduct alignment review of proposal, budgets, and budget justification.
- M. Certify and approve proposal in the e-CAF system.

VI. Forms/Instructions

N/A

VII. Related Information

[Policies | Research and Economic Development \(ucr.edu\)](#)

VIII. Revision History

N/A

Approvals:

COMPLIANCE COMMITTEE (02/04/2022)

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