New PI Checklist

- PI hired or pre-hired into HR System by their home department.
- If PI title is not generally eligible for PI status, we need PI Approval Letter (PI's department submits request for PI status on behalf of new PI.) PI Status Qualification and Procedure: [http://research.osu.edu/files/PI_Status.pdf](http://research.osu.edu/files/PI_Status.pdf)
- PI must activate OSU Internet Username (also referred to as your "lastname.#") and set a password at [http://8help.osu.edu/34124.html](http://8help.osu.edu/34124.html). PI will need OSU ID (Employee ID).
- Request OR Help Desk to mark as “eligible PI” after receiving PI approval documentation and OSU Internet Username is activated.
- PI must complete the conflict of interest disclosure form online at: [http://orc.osu.edu/](http://orc.osu.edu/). PI must complete RCR training. Email rcrinfo@osu.edu for assistance with this.
- Log on to [http://go.osu.edu/citi](http://go.osu.edu/citi) with your Ohio State Username (lastname.#) and Password Questions: RCR FAQs
- PI must submit ePA-005 authorization form for each proposal to be submitted. (http://osp.osu.edu/) We also need a budget and statement of work. Assist PI with budget.
- Animal Use Protocol transfer: For assistance in IACUC protocol preparation, contact Angela Phillips at phillips.270@osu.edu, 614-292-3633
  - Animal Care and Use: [http://orrp.osu.edu/iacuc/](http://orrp.osu.edu/iacuc/)
  - Online submission: [e-Protocol](http://orrp.osu.edu/iacuc/)
  All questions regarding human subjects protocol congruency should be sent to the following inbox: hscongruencyreview@osu.edu
  Investigator Guide can be found at [http://orrp.osu.edu/irb/guidance/](http://orrp.osu.edu/irb/guidance/).
  To access the Buck-IRB system, login at [go.osu.edu/Buck-IRB](http://go.osu.edu/Buck-IRB)
- NSF award transfers or new NSF proposals: If PI has an existing NSF account and knows password, they can edit their account profile information by selecting the “My Profile” option located on the top right of Research.gov homepage.
  Please update the profile to Organization ID 0030908000.
- NASA proposals submitted in NSPIRES. PI must be affiliated with OSU. Contact Ben Leland at leland.8@osu.edu to affiliate PI. PI starts registration at: [https://nspires.nasaprs.com/external/registration/createuser.do](https://nspires.nasaprs.com/external/registration/createuser.do)
- NIH award transfers or new NIH proposals: Contact Barb Shramo, 614-292-1476 shramo.4@osu.edu to obtain eRA Commons userID.
  If PI already has Commons User ID, we can use e-mail address and a current NIH award to affiliate new PI with OSU in the Commons. PI existing e-mail address at previous university in the Commons can be used, but PI should update this to OSU e-mail as soon as it is available.
- PI access to Cayuse424: Contact the Office of Research Help Desk, orhelpdesk@osu.edu, to be set up as a user for the Cayuse424 system. There are many features designed to facilitate the submission process, e.g., “autofilling” of forms and automated error checking.
- Recommend PI complete investigator online training on “Being a PI at OSU - Roles and Responsibilities.” Registration for this course can be found at [http://research.osu.edu/tools-training/training/](http://research.osu.edu/tools-training/training/).
The Cayuse 424 system is a web-based product that facilitates electronic preparation and submission of proposals to federal agencies. The product provides significant auto-filling of forms, extensive error checking, and the ability to see the entire proposal as it will look to reviewers before submission – for both PC and Mac users.

The PI Portal provides principal investigators and their staff with online access to project financial information. The Portal displays up-to-date fiscal information as well as details of expenditures and outstanding commitments. Project month-end financial statements are also available from the Portal by selecting the Web Financials hyperlink. The month-end statements contain some detail that is not available in the Portal.

Access to the PI Portal is restricted to principal investigators and co-investigators with activated Ohio State Internet Usernames. Principal investigators can authorize others (e.g., research assistants) to review their project financial information. Chairs, deans, college fiscal officers and research officers have access to information for all projects in their departments or colleges.

Roles and Responsibilities

Identifying funding

**Principal investigator/staff**

- Identify funding source
- Review program guidelines

**Sponsored programs staff**

- Assist with funding searches
- Clarify program guidelines if necessary

Proposal Preparation

**Principal investigator/staff**

- Prepare technical proposal
  - scope of work
  - biosketches
  - other Support
  - resources and Environment
  - other proposal components required by sponsor
- Identify subcontractors
- Identify other administrative requirements e.g., subcontracting plan
- Prepare proposal budget or submit draft to sponsored program officer
- Identify and address any space requirements and discuss with Department Chair how these needs will be met
- Identify sources of any required cost sharing
- Prepare Authorization to Seek Off Campus Funding form (ePA-005) and obtain all required signatures
- Assemble proposal
- Provide a copy of the proposal and the signed PA-005 to sponsored program officer
- Provide a complete, copy-ready proposal to sponsored program officer two days before mailing date OR copy and mail proposal and provide a copy to sponsored program officer within one week of mailing
Sponsored programs staff

- Contact sponsored program office at subcontractor’s institution to request administrative materials
- Provide information and assistance in completing administrative information
- Prepare proposal budget from draft provided
- Provide information and guidance on sponsor and university cost sharing requirements
- Review proposal for conformance to sponsor and university requirements
- Determine that protocol information provided is valid
- Determine that principal investigator is in compliance with conflict of interest requirements
- Review budget – both sponsor and cost shared
- Commit Office of Research cost sharing funds if appropriate
- Provide institutional signature
- Copy and mail proposal

Proposal Submission and Sponsor Review

Principal investigator/staff

- Prepare and submit necessary human subjects and animal use protocols (some sponsors may require this step to precede proposal submission)
- Prepare responses to sponsor inquiries during review process and provide response to sponsored program officer

Sponsored programs staff

- Review response
- Verify compliance information (e.g., protocol approval dates, key personnel have completed required education in the protection of human research participant)
- Provide institutional signature on response

Award Acceptance

Principal investigator/staff

- If principal investigator receives award, send immediately to sponsored program officer. Investigators are not authorized to accept awards.

Sponsored programs staff

- Inform principal investigator of receipt of award if it comes to sponsored program officer
- Review award to ensure terms and conditions are appropriate for an academic institution
- Confirm required human subjects and animal protocols are in place
- Negotiate award terms, if necessary. Keep principal investigator informed of progress of negotiations, problem language, etc.
- Obtain institutional signature on award, if necessary, and return to sponsor

Establishing Projects

Principal investigator/staff
If necessary, provide sponsored program officer with information about:

- How many projects should be established
- Project principal investigators
- Budget for each project
- Expenditure allocation for each project

**Sponsored programs staff**

- Establish spending project(s)
- Create project digest(s)
- Send email notification to principal investigator, co-investigators and appropriate department and college staff that project has been established and provide information about how to access project digest, forms necessary to complete, access to cost share funds, etc.