POLICY

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Administrator. This term is used interchangeably and refers to the person assisting the PI at the department level

University-Wide Policies and University Operating Procedures have the same definition as found in the [Adoption of University Policies, Operating Procedures and Guidelines Policy](#)

Procedures

The principal investigator is designated by the University to direct the project or program being supported by the sponsored award, and is responsible for technical, fiscal, and administrative management of the sponsored activity in accordance with all applicable University, Federal, State, and sponsor requirements. Prior to the preparation and submission of a sponsored project proposal, the PI is responsible for reviewing applicable procedures related to the sponsored project proposal process. In addition, PIs are responsible for ensuring that any additional faculty, staff and/or students working under the award are also aware of, and comply with, applicable SPA procedures.

SPA procedures can be found on the [Sponsored Project Administration Procedures](#) webpage. This page also includes links to web resources and dates that procedures were updated. Any questions related to the application and applicability of a SPA procedure should be addressed with the Director of Sponsored Project Administration or with the appropriate SPA functional staff.

Contacts

Questions concerning the daily operation and interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Sponsored Project Administration Main	(802) 656-3360 spa@uvm.edu
Director, Sponsored Project Administration	(802) 656-1986
SPA Staff by Function	https://www.uvm.edu/spa/staff-function
Executive Director, Research Administration and Integrity	(802) 656-1435

Forms/Flowcharts/Diagrams

- None

Related Documents/Policies

- [Adoption of University Policies, Operating Procedures and Guidelines Policy](#)
- [University of Vermont Institutional Policies Website](#)

Regulatory References/Citations

- See individual procedures

Training/Education

Training requirements will be specified in overarching UVM Policies or in SPA procedures. Required training will be provided on an as-needed basis as determined by the Director, Sponsored Project Administration, or Executive Director, Research Administration and Integrity, or the Vice President for Research.

About This Policy

Responsible Official:	Vice President for Research	Approval Authority:	President
Policy Number:	V.6.8.1	Effective Date:	March 07, 2019
Revision History:	Reaffirmed October 5, 2022		