

## **Boston University Partnership for Sponsored Research Proposals**

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Boston University is committed to providing highly effective support to faculty in their efforts to obtain competitive, externally sponsored funding for their research and scholarship. Doing this requires a shared effort and partnership among faculty investigators, schools (and their departments, research centers and institutes), and central administration on extramurally sponsored projects.

The mission of the Office of Sponsored Programs (OSP) is to provide service and support to members of the Boston University research community engaged in the submission of research proposals and the management of funded research projects. OSP also plays a critical role as steward of the university's externally-funded research portfolio, responsible for ensuring that all research proposals and projects meet BU's obligations to external sponsors and adhere to internal policies.

The purpose of this document, in conjunction with the detailed Proposal Roles and Responsibilities Matrix, is to create a shared understanding of the roles and responsibilities related to proposal development, review and submission.

## **Roles & Responsibilities**

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### **Principal Investigator Responsibilities**

Every BU sponsored project is led by a principal investigator (PI), or in some cases multiple PIs, who is normally a faculty member of the university. The Principal Investigator (PI) has full responsibility for the oversight of sponsored projects and proposals, including the design, development and implementation of the technical plan; as well as all administrative aspects, and financial and non-financial compliance aspects of the project. In parallel with this responsibility, BU empowers its investigators by providing them with the authority to lead and manage their projects.

The PI has primary responsibility for the technical and administrative success of the proposal and project, including the academic quality of the project and ensuring compliance with the terms, conditions, and policies of the sponsor and the university.

Although the PI may be assisted by department or school administrative staff in the creation of budgets, protocols, and proposals, the ultimate responsibility for the financial and administrative management of proposals, protocols and projects rests with the PI, regardless of any administrative delegation that may be in place. By approving and submitting a proposal, protocol, certification or the like, the PI indicates understanding of the contained information and agrees to all inherent responsibilities.

### **Schools, Departments and Center Responsibilities**

Schools are responsible for ensuring that administrative support is provided to investigators for the preparation of budgets and forms and support in the fiscal and administrative management of sponsored proposals and projects.



**Boston University  
Office of Sponsored Programs  
Proposal Service Level Commitment**

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It is the school's responsibility to ensure that all PIs are aware of where to obtain administrative support and that sufficient resources are available to meet reasonable PI needs in preparing proposals for external funding.

Research administrators within schools, departments and centers, including the Office of Proposal Development within the BU Medical Campus, provide PIs with direct support, and should therefore be knowledgeable of sponsor and BU policies and regulations and prepared to advise and support PIs.

**Office of Sponsored Programs Responsibilities**

OSP provides expert assistance and quality assurance with respect to the proposals that BU submits, as well as the awards and agreements the BU negotiates and executes.

OSP serves as a resource to Principal Investigators, responsible for providing expertise and advisory services related to preparing and submitting sponsored proposals. This includes ensuring that all research proposals and projects adhere to Boston University's academic and research policies and meet its obligations to external sponsors.

OSP's responsibilities include reviewing and approving sponsored proposals as the BU authorized institutional representative as well as negotiating agreement terms. To meet these responsibilities, OSP coordinates across the institution to develop and deploy applicable research policies and provide training in all areas of pre-award research administration.

**Detailed Responsibilities**

Primary responsibilities related to proposal development, review and submission of Principal Investigators, Department Administrators (including the Office of Proposal Development) and the Office of Sponsored Programs are detailed in the Proposal Roles and Responsibilities Matrix.