WHY ARE WE HERE TODAY?

- Sponsors require a management framework for the CFI/ORF awards
- In a decentralized environment there is a significant amount of this responsibility at the division/department level
- VPRI is a service unit tasked with helping deliver the tools for divisions/departments to manage these awards
Roles & Responsibilities
ROLES & RESPONSIBILITIES IN RESEARCH

Central & Divisional continuum

Divisions & Departments:
- P.I., Business Officer

Central Services:
- VPRI

Sponsors
- Funding
- Reports
- Other Accountabilities

- Research Activity
- Accountabilities to UofT & Sponsor

- Endorsement
- Negotiation
- Facilitation (FReD), Subgrants
- Interface
- Compliance
KEY PLAYERS: BUSINESS OFFICERS

- Management role in research funds is assumed by department leadership.
- Responsibilities for Business Officers generally include:
  - Proposal budget development/verification
  - Human resource information (engaging in eligibility reviews/exercises)
  - Reviewing FReDs
    - does not replace PI responsibility for understanding funding terms and conditions
KEY PLAYERS: BUSINESS OFFICERS

- Awareness of CFI/ORF-RI and University policies (e.g. procurement, hiring)
- Reviewing and posting PI-authorized (or designate), eligible expenses
- Ensuring hiring and procurement is done in alignment with the above
- Alerting the PI and/or Chair to potential issues (e.g. conflict with sponsor or University policies, ineligible expenses, etc.)
KEY PLAYERS: BUSINESS OFFICERS

- Awareness of hierarchy of authority
- Reviewing monthly financial statements
- Verification of Financial Reports prepared by Research Accounting:
  - Internal Budget Template (IBT)
  - Attesting that, as the “Financial Officer” (Business Officer), the expenditures were incurred and paid as summarized on behalf of the PI, with supporting documentation
- Audit and Analysis (Monitoring visit)
KEY PLAYERS: PRINCIPAL INVESTIGATORS

PI is primary authorizer of research expenses:

• For the project for which the award was made
• That occur within the award period
• Complies with:
  ▪ terms and conditions of the award;
  ▪ applicable University/Sponsor policies including adhering to the sponsor approved budget and timeline of purchasing, procurement policies, etc.
KEY PLAYERS: CHAIRS, DEANS, VICE DEANS

- PIs report to the Chair
- Chairs (and Single department Faculty Deans):
  - Approves research applications (MRA)
  - Manages internal matters related to research funding: approving advanced spending, monitor spending or actual deficits, address or escalate potential conflicts with award terms and University policy
ROLES & RESPONSIBILITIES IN RESEARCH

Reference Material and Resources:

- Governing Council Policies
- Guide to Financial Management (UofT)
- Policies & Guidelines: Procurement, Guideline on Administration of Research, Conflict of Interest, Annual Accountability Report,
- VPRI and Procurement staff
- For Specific Funding Awards: Important to review and understand Funded Research Digest (FReD); various online tools (MROL, AMS Reporting for Business Officers & Chairs)