

WHY ARE WE HERE TODAY?

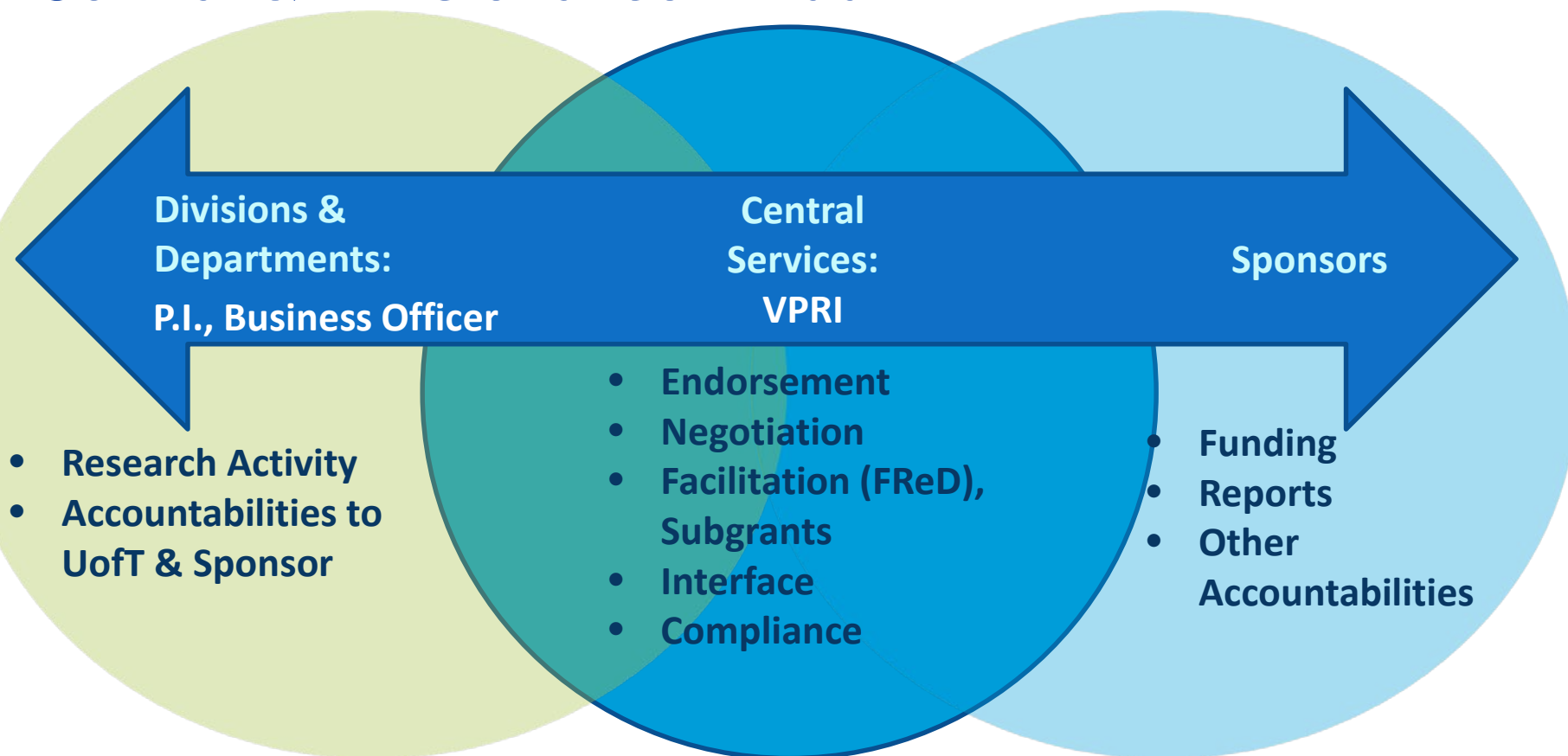
- Sponsors require a management framework for the CFI/ORF awards
- In a decentralized environment there is a significant amount of this responsibility at the division/department level
- VPRI is a service unit tasked with helping deliver the tools for divisions/departments to manage these awards



Roles & Responsibilities

ROLES & RESPONSIBILITIES IN RESEARCH

Central & Divisional continuum



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)