

PI and Staff Responsibilities Pre/Post Grants, Financial Administration, Human Resources and International Personnel

Pre/Post Grants -

Principal Investigators

Principal Investigators (PI) Assemble grant submissions in InfoEd and deal directly with Funding Institutions.

- Gloria Yuan assists her PIs - Drs. Nestler, Russo, and Shen Labs.
- Roszel Pilapil assists his PIs - Drs. Kenny, Blanchard, Cropper, de Araujo, and Yang Labs.
- Awilda assists all other PIs.
- Proposal set up and uploads in InfoEd will be handled as per above. Unless the PI feels confident enough to set up/upload on their own.
- PIs will work with Fund Admin (as above) and Awilda for timely submission of Just-in-Time requests, progress reports for non-competing continuations, final reports, and no-cost extensions to ensure continuous funding. Also work with Fund Admin and Awilda for final reports and grant closeouts, PI must allow sufficient lead-time for the Grants and Contracts Office (GCO) review (one week is suggested for a smooth process).
- PIs are responsible for working with Awilda to update Other Support pages and provide Bio sketches to Awilda and Fund Admin when needed.
- PIs MUST inform their fund admin when they have added effort on other department's grants proposals. This is now required so that PIs are not going above their effort.
- PIs will apply for Competitive Renewals of grants, under most circumstances, to enable continuous funding.
- PIs complete GCO required forms and training, e.g., Financial Conflict of Interest, Suspension & Disbarment, Human Subjects Research Training, Data Security, HIPAA Training, and HIPAA for Research Updates.
- PIs are responsible for all IACUC and IRB submissions and approvals.
- PIs Should notify Fund Admin and Awilda ASAP if any of their postdocs or students will be submitting new grant proposals.
- PIs must give advance notice to fund admin and Awilda if postdocs are submitting K awards, fellowship or R00 grant proposals.

Post-Doctoral Fellows

Assemble grant submissions in conjunction with Fund Admin (or as above) and Awilda Jimenez in InfoEd and deal directly with Funding Institutions.

- All proposal set up and uploads in InfoEd will be handled by Awilda unless your labs' fund admin are Gloria and Roszel then work with them on submission.
- Work with Fund Admin and Awilda for timely submission of Just-in-Time requests, progress reports for non-competing continuations, final reports, and no-cost extensions to ensure continuous funding. Also work with Fund Admin and Awilda for final reports and grant

closeouts, PI must allow sufficient lead-time for the Grants and Contracts Office (GCO) review (one week is suggested for a smooth process).

- Complete GCO required forms and training, e.g., Financial Conflict of Interest, Suspension & Disbarment, Human Subjects Research Training, Data Security, HIPAA Training, and HIPAA for Research Updates.
- Responsible for all IACUC and IRB submissions and approvals.

Fund Admins

- Awilda (Frank as backup) reviews and approves all grant submissions before going to GCO.
- Assist new faculty/postdocs/students with their first few grant submissions until they attend trainings and are knowledgeable.
- Assist PIs with formulating budgets for grants submissions.
- Provide quarterly projections to PIs (more frequently if needed - due to over or under-spending) and meets with PI to strategize on spending.
- Approve all charges to grants/other through Sinai Central, review monthly financial ledgers, and work with Finance dept to resolve incorrect or duplicate charges.
- Process staff salary source changes, salary increase and bonuses through Sinai Cloud with assistance from Celine.
- Responsible for coordination of sub-contracts from inception of agreement to creation of PO and tracking of invoices.
- Works with PI and Dean's office to establish consultant contracts/agreements.
- Review Financial Status Report for accuracy and requests PIs approval for submission.
- Assist new PI and their staff with Sinai Central and InfoEd until they can attend training classes and are functional.

Hiring Process -

- PI must notify Fund Admin of all new students or volunteers in lab. Also, works with Fund Admin to request replacement or new positions (see hiring process below).
- PI develops job description and notifies Fund Admin that a new vacancy/replacement is needed. PI completes vacancy/replacement form and send to their Fund Admin. Fund Admin will review to make sure all information needed is included and correct. Then Celine requests new position/requisition transaction for processing. Celine notifies HR if we have a candidate in mind or if PI would like to review CVs.
 - PI is responsible for notifying their Fund Admin ASAP of lab personnel terminations.
 - PI is also responsible for notifying Fund Admin of any new students or volunteers in their lab. Please note all volunteers must be cleared through the volunteer office. No one is allowed to be in lab unless properly processed.
 - PI is **not** allowed to extend a job offer to anyone. All offers must be made by HR and Onboarding team. Postdoc job offers see below under fund admin.
- Fund Admin with Jubrainy's assistance
 - Request new vacancy/replacement positions and follows up on approvals.
 - Once a candidate for a Postdoc position is identified, assists PI with completing offer letter using template provided by Postdoctoral Office, only after a vacant position has been approved.

- Helps to expedite start date. Coordinates with Office of Postdoctoral Affairs to schedule pre-employment physical and toxicology test.
 - Assists postdoc to obtain housing.
 - Departmental onboarding: to review PTO, safety, and travel policies; setup of email account, assignment of keys and lab coats, etc.
- Administrator – serves as liaison with HR and Compensation
 - Keeps PI/fund admin up to date on hiring process from date offer is made to candidate to start date.

Laboratory Staff -

- Submit all purchase orders, acknowledge receipt, and process returns and refund requests.
- Lab manager works closely with Fund Admin and procurement office to resolve financial issues.
- Lab staff/manager assists new personnel with set-up of computer, phone, seating arrangements and lab safety training.
- Initiate check requests, petty cash, employee reimbursement and travel requests for lab staff. Works with Fund Admin to provide sufficient documentation as backup.
- Travelers must submit travel request before travel and submit reimbursement for travel no later than 30 days after returning from trip.
- Lab staff/manager keep track of all FedEx shipments to provide Kayla with funding source to charge. Justification of shipment is needed for all shipments charged to a grant funding.

International Personnel -

- The following staff serve as liaison with International Personnel to assist postdocs/employees with entire Visa application.
 - Gloria Yuan assists with Visas for Drs. Nestler, and Shen Labs.
 - Nora McLaughlin assists Drs. Kenny, Blanchard, Cropper, de Araujo and Yang Labs.
 - Brianna Guarraci assists Drs. Russo Lab.
 - Celine/Awilda assist with Visas for all other PIs.
 - Administrator and Chair sign off on all Visa applications.

Graduate Students

- PI must confirm funding is available with their Fund Admin before accepting a new student.
 - PI is responsible for getting approval from Chair to take on graduate students.
 - PI is responsible for notifying Fund Admin of all rotating students.
 - Faculty on Research Track are NOT allowed to take on students.

This and other important information can be found at bottom of the Department of Neuroscience lab website: <http://labs.neuroscience.mssm.edu/>