

Principal Investigator Statement of Responsibilities

Grant Reference:

Funder/Sponsor:

Principal Investigator:

The Principal Investigator (PI) is the individual responsible for the technical, administrative and financial management of a project including any associated subcontracts. Please read the statements below and acknowledge your agreement to abide by them by signing this form.

Declaration:

- I have read and understood the funding agreement and agree to comply with the terms and conditions of the grant.
- I have read and understood the information and policies on the College's [research culture](#) pages, including the [Concordat to Support Research Integrity](#).
- I have read and understood the Dignity at Work policy and relevant funder policies related to bullying and harassment. I am aware of the requirements outlined in the Royal Holloway Guidelines on Good Research Practice.
- I agree that data collated as part of this activity will be used and stored in line with [research data management policy](#) and national legislation.
- I have read and understood the [research ethics policy](#) and will obtain approval before the start of the research activity.
- I agree to ensure that appropriate career management guidance is given to all members of staff employed under this grant, including adhering to the [Concordat to Support the Career development of Researchers](#) and College guidelines.
- I agree to comply with HR procedures for the recruitment of staff to work on the project.
- I agree to comply with the College's [procurement procedures](#) for purchasing goods and services for the project.
- I agree to ensure that appropriate colleagues are informed of any significant changes to the project affecting budget allocations and project dates.
- I agree to monitor the performance of any collaborators and subcontractors on the project by ensuring they are paid only if they have made adequate progress towards project outcomes or have achieved their deliverables.
- I agree that only actual and necessary expenditure directly related to this project will be charged against it.
- I agree to keep records of receipts, invoices, expenses claims, credit card purchases and procurement processes related to the project for audit purposes for up to 3 years after the project end date.
- I understand that Research funds are College funds and are therefore subject to the [College's financial regulations](#) and other relevant regulations and codes of practice. I understand the requirements in particular those relating to purchasing and [travel and subsistence](#), and that I am responsible for ensuring the research grant or contract is completed within the total amount of funds awarded by the sponsoring body.
- I agree to comply with the reporting requirements of each contract and grant which may include periodic progress reports, annual reports of project accomplishments, reports of inventions, reports of publications generated, reports of major items of equipment acquired and financial reports.

If it is a condition of the award:

- I agree to maintain timesheets in the prescribed format of the time spent on the project of all RHUL participants and to provide a copy of these to Finance in accordance with the specified timetable.
- For projects needing to meet the [UK Policy Framework for Health and Social Care Research](#) and where the RHUL staff member is the lead PI. I confirm I have read the requirements of the Framework and the obligations it places on me as the lead PI if the College acts as Sponsor.
- For GCRF projects, I confirm I have read the [anti-bribery policy](#) and completed ethics and anti-bribery training.

Signature:

Date:

Department:

Please return the signed form to [research finance](#).