Department Chair Responsibilities Relative to Funded Projects and Grants

A Department Chair is an academic leader with programmatic, managerial and fiscal responsibilities for a designated area, such as a department and/or center. The Department Chair reports to a Dean.

Proposal Preparation and Submission

General
The Department Chair reviews the proposal for the following elements and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution:

- the proposed project is aligned with the program, department, and college priorities;
- the Principal Investigator is academically eligible to conduct the project;
- the Principal Investigator can manage the project effectively;
- the Personnel proposed on the project and other resources required can be made available if the grant is funded.

Technical Proposal
The Department Chair reviews the technical proposal for space-related issues and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution:

- If successful conduct of the project requires additional space, or modification renovation of existing or other space, the Department Chair informs the Associate Dean, Dr. Zambone, and negotiates the space.

Proposal Budget
The Department Chair reviews the proposal for the following elements and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution:

- the budget is adequate relative to the project scope and its justification is appropriate;
- if required, cost sharing through contributed effort is appropriate;
- matching hard dollars, if required, are available and documented;
- support from other sources is appropriate, documented and fully disclosed.

The Department Chair reviews indirect cost/F&A rate reduction or waiver requests and either agrees with and expedites the request or returns it for issue resolution.

The Department Chair reviews and approves any required matching or cost sharing of funds and provides source of such funds.

The Department Chair reviews and approves effort of all staff committed by Principal Investigator.
The Department Chair reviews the proposal and ensures Department’s compliance with East Carolina University, University of North Carolina System, State, and Federal laws and regulations as it relates to the proposal and any resultant award (by signing the Proposal Routing Form) or returns it for issue resolution.

**Regulatory Requirements for Research Grants**
The Department Chair provides local oversight for research.

The Department Chair signs off on all IRB applications submitted by their departmental faculty, staff or students; assuring that the research protocol is complete and is scientifically valid.

If a potentially significant conflict of interest situation exists in any aspect of sponsored project management, the Department Chair reviews and recommends a resolution to the employee and notifies the Associate Dean for Grants and Research, the RGS Compliance Office, and the ECU Legal Counsel.

**RAMSES Approvals**
The Department Chair reviews the proposal in RAMSES for completeness and accuracy and either approves or returns (rejects) it for issue resolution.

**Conduct and Management of the Project - General**
The Department Chair designates the Designated Department Approver, if needed, for the sponsored account.

The Department Chair ensures that individuals involved in sponsored project activities have completed appropriate formal training course(s) provided by the Office of Research, Sponsored Programs, Compliance Offices and Grants Administration.

The Department Chair has University approval to delegate authority for sponsored project management tasks to appropriately trained individuals.

The Department Chair provides oversight on implementation of East Carolina University, University of North Carolina System, State, and Federal laws and regulations at the departmental level.

**Implementation of Grant**
The Department Chair reviews programmatic changes to the project and provides local oversight.

The Department Chair provides local oversight over appointment of individuals to the project.
**Budget Management**
The Department Chair maintains local oversight for the project budget and the allowability and reasonableness of all expenditures.

The Department Chair reviews proposed resolution of overdrafts and either approves them or returns them for issue resolution.

The Department Chair reviews re-budgeting requests and either approves them or returns them for issue resolution. The Department Chair notifies the Dean of re-budgeting in cases in which re-budgeting has an impact on resources in the Department or Dean's office.

The Department Chair approves some salary cost transfer.

The Department Chair has responsibility for local oversight of the project budget.

**Program Income**
The Department Chair has oversight over monitoring program income.

**Effort Reporting**
The Department Chair provides local oversight over effort reporting.

**Inventions**
The Department Chair reviews Invention Disclosure Forms submitted by faculty, staff or students.

**Research Regulatory Compliance**
If the project involves the following elements, the Department Chair provides local oversight:
- human subjects;
- live animals as subjects;
- human blood or body fluids;
- radioactive materials and/or ionizing or nonionizing radiation producing equipment;
- recombinant DNA, infectious agents, select agents, hazardous agents or biological toxins.

If a potential conflict of interest may occur, the Department Chair reviews the COI Disclosure Statement and with assistance from the Dean and Compliance Office recommends a resolution.

**Project Closure**
The Department Chair, in conjunction with the COE Grant Center assists in resolving issues related to late payment and problems with collection of awarded funds.

The Department Chair provides local oversight over record retention.

**Proposal Preparation and Submission**

**General**
The Department Chair reviews the proposal for the following elements and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution:

- the Principal Investigator is academically eligible to conduct the project;
- the Principal Investigator can manage the project effectively.

**Technical Proposal**
The Department Chair reviews the technical proposal for space-related issues and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution;

- If successful conduct of the project requires additional space, or modification renovation of existing or other space, the Department Chair informs the Dean and negotiates the space.

**Proposal Budget**
The Department Chair reviews the proposal for the following elements and either provides approval (via electronic signature in RAMSES) or returns it for issue resolution:

- the budget is adequate relative to the project scope and its justification is appropriate;
- if required, cost sharing through contributed effort is appropriate;
- matching hard dollars, if required are available and documented;
- support from other sources is appropriate, documented and fully disclosed.

The Department Chair reviews indirect cost/F&A rate reduction or waiver requests and either agrees with and expedites the request or returns it for issue resolution.

The Department Chair reviews and approves any required matching or cost sharing of funds and provides source of such funds.

The Department Chair reviews and approves effort of all staff committed by Principal
The Department Chair reviews the proposal and ensures Department’s compliance with East Carolina University, University of North Carolina System, State, and Federal laws and regulations as it relates to the proposal and any resultant award (by signing the Proposal Routing Form) or returns it for issue resolution.

**Regulatory Requirements**

The Department Chair provides local oversight for research using human and animal subjects, research using recombinant DNA, infectious agents, select agents, biological toxins, or other biohazardous agents, or radioisotopes.

The Department Chair signs off on all IRB applications submitted by their faculty, staff or students assuring that the research protocol is complete and is scientifically valid.

If a potentially significant conflict of interest situation exists in any aspect of sponsored project management, the Department Chair reviews and recommends a resolution to the employee and notifies the Dean, the RGS Compliance Office, and the ECU Legal Counsel.

**RAMSES Approvals**

The Department Chair reviews the proposal in RAMSES for completeness and accuracy and either approves or returns (rejects) it for issue resolution.

**Conduct and Management of the Project**

**General**

The Department Chair designates the Designated Department Approver, if needed, for the sponsored account.

The Department Chair ensures that individuals involved in sponsored project activities have completed appropriate formal training course(s) provided by the Office of Research, Sponsored Programs, Compliance Offices and Grants Administration.

The Department Chair has University approval to delegate authority for sponsored project management tasks to appropriately trained individuals.

The Department Chair provides oversight on implementation of East Carolina University, University of North Carolina System, State, and Federal laws and regulations at the departmental level.

**Implementation of the Grant**
The Department Chair reviews programmatic changes to the project and provides local oversight over any implemented changes.

The Department Chair provides local oversight over appointment of individuals to the project.

**Budget Management**

The Department Chair maintains local oversight for the project budget and the allowability and reasonableness of all expenditures.

The Department Chair reviews proposed resolution of overdrafts and either approves them or returns them for issue resolution.

The Department Chair reviews re-budgeting requests and either approves them or returns the requests for issue resolution. The Department Chair notifies the Dean of re-budgeting in cases in which re-budgeting has an impact on resources in the Department or Dean’s office.

The Department Chair approves some salary cost transfer requests and provides institutional oversight;

- The Department Chair has responsibility for local oversight of the project budget.

**Program Income**

The Department Chair has oversight over monitoring program income.

**Effort Reporting**

The Department Chair provides local oversight over effort reporting.

**Inventions**

The Department Chair reviews Invention Disclosure Forms submitted by faculty, staff or students.

**Research Regulatory Compliance**

If the project involves the following elements, the Department Chair provides local oversight:

- human subjects;

- live animals as subjects;

- human blood or body fluids;
• radioactive materials and/or ionizing or nonionizing radiation producing equipment;

• recombinant DNA, infectious agents, select agents, hazardous agents or biological toxins.

If a potential conflict of interest may occur, the Department Chair reviews the COI Disclosure Statement and with assistance from the Dean and Compliance Office recommends a resolution.

**Project Closure**

The Department Chair, in conjunction with the Office of Grants and Contracts assists in resolving issues related to late payment and problems with collection of awarded funds.

The Department Chair provides local oversight over record retention.