UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES

Section E: Account Maintenance
Policy E7: Staffing Sponsored Projects and Personnel Changes

PURPOSE:
To establish the guidelines to be followed when staffing sponsored projects and when changes need to be made to the established personnel plan.

DEFINITIONS:
None

POLICY:
The principal investigator (PI) is responsible for preparing the budget for a sponsored project that includes the cost of all personnel necessary to staff the project.

The university will allow personnel changes on sponsored projects as deemed necessary and proper by the PI of the project and as permitted by the sponsoring agencies guidelines.

REFERENCES:
None

PROCEDURES:
1. If a temporary absence by the PI will exceed a continuous period of three months, the plans for conducting the project during the absence must be submitted to and approved by the sponsor, in writing, as required by most sponsoring agencies.

2. If the PI relinquishes or expects to relinquish active direction of the project, the sponsor must be notified immediately. If the university wishes to terminate the project, the sponsor will forward procedural instructions upon receipt of written notice of this intent. If the university wishes to continue the project, the university must select a replacement and, must obtain the sponsor’s written approval of the replacement.

3. In the case of temporary absence or relinquishment when the award was given, dependent on the qualifications of the individual project’s PI, the award may be terminated if the arrangements made by the university are not approved by the sponsor.

4. Research Administration must be notified by the PI prior to a temporary absence or relinquishment of an award.