



POLICY: **Sponsored Award Communications**

DATE: **May 28, 2025**

This policy applies to all units within the Molinaroli College of Engineering and Computing. The College policy is subordinate to related policies outlined in the [University of South Carolina Faculty Manual](#) and the [Policies and Procedures Manual - Office of the Provost | University of South Carolina](#). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

I. Purpose

The purpose of this policy is to define expectations for communication and collaboration between Principal Investigators (PIs), Grant Administrators, and the MCEC Finance Office to ensure the responsible management of grant funds. This policy supports effective oversight, promotes compliance with institutional and sponsor requirements, and ensures timely identification and resolution of issues related to grant administration.

a. Definitions

Principle Investigator (PI): Individual primarily responsible for the overall design, conduct, and management of a sponsored research project, program, or activity. The PI is accountable for ensuring compliance with sponsor requirements, institutional policies, and applicable laws and regulations. This includes financial stewardship, technical reporting, and the ethical conduct of research.

Grants Fund Management: Professional staff members responsible for the full financial lifecycle of sponsored awards, including invoice preparation and submission, financial reporting, and providing accurate financial data to sponsors. This team also manages the setup and closeout of all sponsored awards in PeopleSoft. To view information about USC Grants and Funds Management Team visit: [Grants Administration - Office of the Controller | University of South Carolina](#)

Grants Administrator: A professional staff member responsible for the financial and administrative management of sponsored projects throughout the active life of the award. While Grants Fund Management handles the setup and closeout of awards, the Grants Administrator manages everything in between—ensuring compliance, monitoring expenditures, and supporting the principal investigator through the duration of the project. For tools related to Grants Administration please visit: [GA Tools](#)



MCEC Finance Office: Professional staff member working for Molinaroli College of Engineering and Computing that collaborates with PI's and Grants Administration as needed to support MCEC PI's.

II. Policy

To support the effective administration of sponsored research and ensure compliance with institutional and sponsor requirements, the Molinaroli College of Engineering and Computing (MCEC) establishes the following communication expectations.

a. Notification of New Awards

Principal Investigators (PIs) are required to promptly notify their assigned Grants Administrator upon receipt of a new sponsored award. Early communication facilitates timely project setup, budget confirmation, and compliance with reporting requirements.

b. Ongoing Collaboration

Both Principal Investigators (PIs) and Grants Administrators are responsible for maintaining regular and proactive communication throughout the life of a sponsored award. Regular meetings or check-ins should be scheduled at least monthly to review budgets, address any issues or changes, and ensure ongoing compliance with sponsor requirements and university policies.

c. Budgetary Issue Escalation

PIs and Grants Administration staff must notify the MCEC Finance Office of any financial concerns related to college-managed funds, including cost share commitments, budget overruns, or potential compliance risks. Timely escalation ensures coordinated resolution and appropriate fiscal oversight.

d. Interdepartmental Coordination

The Grants Administration team will keep the MCEC Finance Office informed of any communication gaps or issues involving Principal Investigators that may affect financial or administrative performance. This coordination enables proactive intervention and sustained accountability.

This policy reinforces MCEC's commitment to transparency, fiscal responsibility, and collaborative grant management across all externally funded projects.