# **PROJECT DIRECTOR RESPONSIBILITIES**

**Project Director:** The Project Director is responsible for overseeing the administration of the project, including the work of collaborators and sub-recipients, managing the budget, and ensuring that the project goals and objectives are accomplished. The Project Director is a manager with demonstrable interest in the outcome of the project who is responsible for spending authority and securing resources for the project. The Project Director acts as a vocal and visible champion, legitimizes the project’s goals and objectives, keeps abreast of major project activities, and is a decision-maker for the project. Each Project Director has responsibility for the management of his/her project including prioritizing projects and project components to meet proposal and report deadlines. Each Project Director has responsibility for informing the his/her Department Head/Associate Dean, Dean and all proposed project team members of changes to the project design, budget, roles and responsibilities prior to the submission of the final proposal to the funder. This responsibility cannot be delegated.

**Proposal Development:** The Project Director is responsible for understanding the request for proposal guidelines and working with the project team members to develop project goals, objectives, outcomes, timelines, data collection tools and evaluation measures and the Business Operations Budget & Grant Accounting Division to develop budget line items that align with the guidelines. The Project Director is accountable for writing the project narrative including conducting research, developing background information, creating and/or collecting letters of support, etc. This responsibility can be delegated to the Co-Project Director and project team members via mutual agreement.

**Budget Development:** The Project Director is responsible for working with his/her Department Head/Associate Dean, Dean, and the Business Operations Budget & Grant Accounting Division in the preparation of proposal budgets. This responsibility can be delegated to the Co-Project Director via mutual agreement.

**Project Management:** Project Directors are expected to know, understand and adhere to the funder’s specific regulations and all other rules and requirements that govern the management of projects operating under the legal auspices of Clayton State University.

A Project Director may find that changes are necessary during the implementation of a funded project; such changes may include but are not limited to budget, cost-share, scope of work, key personnel and/or language changes. Most funding agencies require prior written approval for any changes the original terms and conditions of the award. For example, a change in Project Director on a funded project constitutes a change in key personnel and requires sponsor and campus approvals. For language or budget changes and/or time extensions, sponsoring agencies often require submission of a ‘contract’ amendment, 30-45 days prior to the end of the project. The Business Operations Budget & Grant Accounting Division can assist in filing contract amendment/language change requests, budget changes and/or time extensions.

**Budget Management:** When submitting project expenditures, the Project Director is responsible for ensuring that the costs are reasonable, allowable, and allocable to the project charged.

**Time & Effort Reporting:** The Project Director must sign and certify time & effort reporting for all Clayton State employees working on federal grants in accordance with the University’s time and effort reporting guidelines, which are designed in compliance with OMB Circular A-21*. Refer to the section on Understanding Time & Effort Reporting.*

**Program (technical) and Financial Reporting:** TheProject Director is responsible for timely submission of all program deliverables, reports and/or other information, such as contributions by sub awardees or collaborators, required by the terms and conditions of the award. The Project Director prepares and submits all monthly, quarterly and final program (technical) narrative reports to the funder. A file copy of all program reports that are submitted to the funding agency must be forwarded to and the Business Operations Budget & Grant Accounting. The reports are maintained as evidence of submission.

In addition, to the final program (technical) narrative reports, the Project Director must forward all project close-out documentation to the and the Business Operations Budget & Grant Accounting Division to ensure that financial status reports are submitted to the funder on time. Project Directors should only submit fiscal data to a funding agency after they are reviewed and approved by the Business Operations Budget & Grant Accounting Division.

For more information contact Nicole Harris at (678) 466-5497 or NicoleHarris@clayton.edu or CSU East, Woodlands Hall.

<http://www.clayton.edu/Grant-Contract-Programs/Links>