

Seattle Central College
Project Director/Primary Investigator Agreement
For questions, please contact Stephanie Wong, Director of Grants and Strategic Initiatives,
Stephanie.Wong@seattlecolleges.edu.

Since you will be handling the day-to-day activities of this contract/grant, you are considered the Project Director/Primary Investigator (PI). As the Project Director/PI, you are required to adhere to applicable local, state and/or federal rules and regulations for the execution and operation of this contract/grant.

Name of Project Director/PI

Title of Project Director/PI

As the Project Director/PI, I understand that I am responsible for:

- The project, budget, expenditures and progress/performance reports;
- Ensuring the project progresses appropriately;
- Adhering to all applicable local, state, federal, grantor and college laws, policies and regulations pertaining to this contract/grant; and
- Complying with [Seattle College District Procedure 670: SCD Grants and Contracts](#).

Duties of the Project Director/PI:

1. The Project Director/PI must understand:
 - a. The terms and conditions of the contract/grant;
 - b. The restrictions that apply to the funds provided by the grant;
 - c. Time and leave reporting requirements per [Seattle College District Procedure 668: Time and Effort Reporting for Federal Grants](#); and
 - d. Grant deliverables.
2. Act as the main contact/liaison to the granting agency.
3. Have a plan for achieving the grant deliverables.
4. Coordinate with the functional areas of the college involved in executing on the deliverables.
5. Establish a system for tracking, filling and monitoring budgets.
6. Submit required Time and Effort reports as requested by the granting agency.
7. Report on matching or in-kind expenses per [Seattle College District Procedure 669: Match Reporting for Grants and Contracts](#).
8. **In the event of contract/grant changes:**
 - a. Recommend redistribution of salaries to the Business Office if actual Time and Effort reporting varies more than five percent (5%) from what is budgeted.
 - b. Inform the Business Office if there are formal changes to the contract/grant.
 - c. Designate and train a back-up Project Director/PI if you have an extended absence or are assigned to another job.
9. Respond to the grant audit inquiries related to how grant funds were used.
10. Monitor the grant for compliance with applicable state and/or federal laws.
11. Monitor any sub-recipients for program and fiscal compliance.

12. Complete reporting requirements, including final reporting requirements to close-out the grant.

Comments:

Name of Project		Funder
Start Date	End Date	Department
Signature of Project Director/PI		Today's Date