SVCE Research Office

Research Office supports the externally sponsored projects of the college by providing pre- and post- award support to Principal Investigators and ensuring compliance with Sri Venkateshwara College of Engineering and sponsor regulations. The SVCE research office will have two-research coordinator to execute the following responsibilities for Engineering and Technology streams respectively

- Develop, maintain, and communicate pre- and post-award administrative procedures for externally sponsored projects.
- Support faculty with grant proposal submissions in conjunction with Sponsored Projects Administration (budget development; sub award documentation; administrative portions of proposals; internal approvals; monitor issues around effort, cost share, space needs, and tuition remission)
- Support faculty regarding contracts, sub awards, progress reports, and other sponsor-related grant actions.
- Support faculty regarding post-award grant management, including projections, effort allocations and reporting, human resources, consultants, and close-outs.
- Coordinate internal and external reporting needs, including maintenance of college database.
- Develop and maintain the award process web pages.
- Work with the Director of Research Strategy to set goals and responsibilities within the research office and to monitor procedural efficiencies.

Ultimate responsibility for management and achieving the technical success of the sponsored research award rests with the Principal Investigator. Financial stewardship of sponsored research funds is a shared responsibility with other areas of the College and University. The PI has three primary responsibilities:

- Managing the resources of the project

- Planning and controlling the work of the project

- Communicating with individuals and groups about the project

Specific responsibilities of the Principal Investigator during the post-award phase of a sponsored research award include:

- Design and implement ethical research

- Execute the project as outlined in the funded proposal using sound management techniques

- Comply with applicable federal human subject or animal protection regulations and document informed consent

- Selection, training, and evaluation of project staff

- Carry out the project's financial plan as presented in the funded proposal, or make changes to the plan following a prescribed set of policies and procedures

- Report project progress to the sponsor as outlined in the terms of award

- Maintain an accurate record of project related expenses

- Comply with all Temple University policies and procedures related to project management and personnel practices

- Comply with all applicable sponsor rules, regulations and/or terms and conditions of the award.