Responsibilities of Account Holder

The Researcher carries out the following:

- Notifies Grant Registration Team of any new incoming research funding
- Liaises with UCD Legal Office, UCD Research and Innovation and/or Research Finance Office as appropriate regarding more complex grants where relevant
- Where necessary, liaises with project partners to ensure all parties complete relevant award documentation and feed into the negotiation of any consortium / collaboration agreement that may be required
- Notifies the Head of School/Institute Director as appropriate, regarding a successful award, highlighting where additional School/Institute resources are required to support the research project
- Completes an online Grant Registration Form via RMS Grants system
- Ensures all necessary documentation in support of the award is compiled and submitted with the online Grant Registration Form
- Confirms in Step 6 of the online Grant Registration system that s/he will comply with UCD Policies and confirms agreement to the Certification Statement Complies with any requirements regarding publicity / publications, as may be set out in the Funding Body's terms and conditions or contract
- Ensures adherence to the Research Policy Statement for Funded Research Activity at UCD
- Completes and submits relevant forms regarding the recruitment of staff and students to the project, ensuring that sufficient funds are available to cover these costs and that employment contract dates are within the lifetime of the grant
- Organises payment of students' stipends and fees through InfoHub
- Ensures adherence to the Recruitment and Selection Policy Research Funded Staff and the Contract Management Policy for Postdoctoral Fellows and Research Assistants
- Where appropriate, ensures adherence to the UCD Procurement Policy
- Monitors transactions on the research account using RMS Grants – Grant Reporting to ensure only eligible expenditure is charged to the account
- Submits all reports (interim and final) to the funding agency/sponsor as required in the terms and conditions of the grant
- Maintains all supporting documentation in line with the Freedom of Information and Record and Data Management Policy of the university
- Informs the Head of School/Institute Director of a decision to leave the University and discusses arrangements for the management of the research project
- Submits (where applicable) publications to the Institutional Research Repository