Personnel Positions in Sponsored Awarded Budgets of Record at Western Carolina University (WCU)

When preparing an **awarded budget of record** for a sponsored project, it is important to understand the types of personnel positions typically included. At **Western Carolina University (WCU)**, sponsored awards often allocate funding for the following categories:

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1. Principal Investigator (PI)

- The lead researcher responsible for the overall direction and management of the project.
- Typically includes salary and fringe benefits proportional to the effort committed to the project.

2. Co-Principal Investigator (Co-PI)

- Collaborators who share responsibility for the project's execution.
- May receive salary support based on their level of involvement.

3. Other Full-Time Key Personnel

- Individuals essential to the success of the project, such as:
    - **Program or Project Coordinators**
    - **Post-Doctoral Fellows**
- These roles are often fully or partially funded by the award.

4. Part-Time / Temporary / Non-Student Personnel

- Positions that provide technical or specialized support, including:
    - **Field Technicians**
    - **Laboratory Technicians**
- Typically hired for specific tasks or phases of the project.

5. Student Personnel

- **Undergraduate and Graduate Student Workers** who assist with research activities.
- Compensation may include hourly wages or stipends, depending on the project.

Important Distinction: Personnel vs. Participant Support

- **Hiring personnel on sponsored awards is NOT the same as participant support costs.**
- **Participant support costs** refer to expenses for individuals who are participating in a project activity (e.g., trainees, workshop attendees), not employees performing work.

Financial Support for Students

- Scholarships, assistantships, and tuition remission **are managed at a project-specific level** and are **not automatically included as personnel costs**.
- These forms of support require separate budget considerations and compliance with sponsor guidelines.

Post-Award Review and Personnel Onboarding at WCU

The **WCU Post-Award team** plays a critical role in ensuring compliance and accuracy for personnel costs:

- **Review of Personnel Costs:**
  At the time of account setup, the Post-Award team reviews all personnel costs and confirms:
    - Salaries
    - Fringe benefits
    - Hiring procedures
- **Kickoff Meeting:**
  For every new award, the Post-Award team schedules a **kickoff meeting** with the PI to review and confirm personnel details.
- **PI Responsibilities:**
    - Coordinate hiring paperwork and processes with the **WCU Human Resources Office**.
    - Manage **Conflict of Interest (COI) training**, attestation, and any **project-specific training requirements** mandated by the sponsor during onboarding.
- **Training Requirements:**
  All personnel—**internal and external hires**—must complete:
    - COI training
    - Attestations
    - Applicable project-specific training
      before work commences on the sponsored project.

Key Takeaways

- Sponsored awarded budgets typically include salaries and benefits for PIs, Co-PIs, key personnel, technical staff, and student workers.
- Participant support and student financial aid (scholarships, assistantships, tuition) are distinct from personnel costs and handled separately.
- WCU Post-Award ensures compliance through review, kickoff meetings, and training requirements for all personnel.