# Sample PIF Pick List – Scope and End Results

## Scope

### Proposal Development Management

* Serve as the liaison between the researchers, the funding agencies, partnering institutions, administrative units, and SFU academic departments
* Facilitate communication and collaboration across activities, researchers, collaborators, funding agencies, internal units and departments, and external stakeholders
* Help teams navigate the proposal development process
* Facilitate internal and/or peer reviews
* Coordinate the timing of proposal pieces
* Monitor/track progress against internal and external timelines
* Provide budget development support
* Ensure that expenses are eligible
* Ensure general compliance of the proposal with SFU and funder requirements
* Ensure that downstream barriers to the success of the project are identified and that plans are in place to remove barriers/minimize risk
* Ensure that partner contributions are actually committed and reflected appropriately in the budget, proposal, and letters of support
* Coordinate institutional letters of support and associated cash/in-kind contributions from internal units and departments
* Provide appropriate templates/resources/tools that facilitate the development of successful proposals, particularly for non-research criteria (e.g. EDI, risk, etc.)

### Post-Award Management

* Serve as the liaison between the researchers, the funding agencies, partnering institutions, administrative units, and SFU academic departments
* Facilitate communication and collaborative relationships across activities, researchers, collaborators, funding agencies, internal units and departments, and external stakeholders
* Assist with project launch, including coordination of account set-up, agreement execution, defining project leadership roles, and template preparation
* Develop management, schedule, and funding plans that provide project structure
* Coordinate the overall administration of the project
* Develop tools and processes to facilitate project goals and needs
* Coordinate reporting
* Recommend the allocation of funds and administer expenditures
* Ensure the project stays in scope, on schedule, and within budget
* Monitor expenditures to ensure that funds are spent as planned and within budget
* Develop performance measurement indicators and assess variances
* Identify risk and compliance issues and possible solutions
* Provide direction and advice throughout the project lifespan
* Troubleshoot problems so as to remove barriers to successful project completion

### CFI-Specific

* Liaise with Space Committee to identify and secure space
* Liaise with Facilities to secure preliminary estimate(s) and floor plan(s)
* Assist and advise teams to obtain quotes, with CFI pricing where applicable

## End Results

* Successful completion of this grant
* SFU fostering a positive reputation with the funder and of our ability to successfully carry out these grants
* RPM provides assistance to PI such that PI spends less time on administration and more time on research
* Project runs more smoothly thanks to RPM support
* Perception by project team that RPM made their lives easier and helped the project achieve its goals