

Administrative Policy #: [Click or tap here to enter number](#)

Title: PI Eligibility

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: *(The policy's intent.)* This policy indicates who is and is not eligible to serve as a Principal Investigator (PI) on a grant awarded to Fairmont State University.
- 1.2. SCOPE: *(An overview of the policy and its boundaries.)* Fairmont State University allows faculty and staff with the proper level of training, skill, authority, and responsibility to direct research, projects, and other sponsored programs by granting them Principal Investigator (PI) or Project Director (PD) status. The PI/PD is the individual responsible for the conduct of the sponsored project.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. AUTHORITY: *(The university official that has the power to make decisions, enforce rules, or delegate authority regarding the policy.)* The Director of OSP has the authority to determine the eligibility of potential PIs, in consultation with various other University officials.
- 2.2. DELEGATION: *(Clarification of whether authority may be delegated, and if so, the limits (e.g., which authority and to whom?).)* The Director of OSP may delegate this authority as deemed appropriate.
- 2.3. APPLICABILITY: *(Specifies what individuals and/or entities the policy affects.)* This policy applies to all employees of Fairmont State University, particularly those who plan to seek external funding.

SECTION 3. DEFINITIONS *(Clarification of key terms and concepts used in the policy.)*

- 3.1. Principal Investigator/Project Director (PI/PD): person designated as the project/program manager; usually the same person who applies for the grant. The PI bears ultimate responsibility for academic decisions as well as for the project's financial, administrative and compliance matters.

- 3.2. Co-Principal Investigators: senior member of the key personnel team who shares administrative, fiscal, and academic conduct responsibilities with the PI

SECTION 4. POLICY *(A statement of the core principles, rules, and standards in the policy.)*

- 4.1. It is the policy of Fairmont State University that, though certain programs or sponsors may identify criteria for PI/PD eligibility, the University has generally defined PI/PDs as:
- 4.1.1. Full-time or tenured faculty members with any of the following titles: Full Professor, Associate Professor, Assistant Professor, or Instructor.
- 4.1.2. Full-time staff members or administrators whose experience and position within the University align with the scope and responsibility of the sponsored project. Undergraduate and graduate students at Fairmont State are not eligible to serve as PIs. For any student-initiated project, a faculty or staff member may serve as PI.
- 4.2. Special circumstances may dictate that an employee not meeting the above requirements could serve as a principal investigator if needed. In cases where the sponsoring agency has requirements or restrictions beyond Fairmont State's policy, the sponsor's requirements will take precedence over institutional guidelines for that project.
- 4.3. Co-Principal Investigators (Co-PIs) are senior project personnel that share responsibility for the direction of a sponsored program, usually to a lesser extent, with a PI.
- 4.4. The same eligibility requirements for a PI are applicable to a Co-PI. Some programs or sponsor consider PIs and Co-PIs to share equal responsibility on a project.
- 4.5. Fairmont State considers the PI to be the individual ultimately responsible for the design, management, and execution of a sponsored program or research project, as well as for meeting the reporting requirements and maintaining compliance with applicable laws, regulations, and institutional policy governing the conduct of the project.

SECTION 5. COMPLIANCE *(The policy's relationship to laws, regulations, and/or policies.)*

- 5.1. COMPLIANCE: This policy complies with NSF PAPPG 24-1 Exhibit II-3 Definition of a Principal Investigator.

5.2. NONCOMPLIANCE: Individuals who do not meet the eligibility criteria above may not serve as a PI on behalf of Fairmont State University, unless special circumstances allow.

SECTION 6. REVISION HISTORY *(A record of all changes made to the policy.)*

6.1. FREQUENCY OF REVIEW: This policy will be reviewed annually.

6.2. APPROVED: Click or tap here to enter text

6.3. REVISED: Click or tap here to enter text

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