

## Office of Sponsored Programs

### Principal Investigator Eligibility on Sponsored Projects

**Policy ID:** OSP 0021

**Date:** 5/18/22

**Status:** Approved

**Policy Type:** Public

**Issuing Office:** Office of Sponsored Programs

**Responsible Executive:** Provost

**Affected Parties:** Liberty University faculty and staff receiving external funding in the form of sponsored programs.

**Reason for Policy:** This policy defines the eligibility requirements for Principal Investigators (PI) on externally sponsored projects at Liberty University.

**Policy Statement:** Each project must have a PI, authorized by the University, who will execute the project as outlined in the funded proposal, using sound management techniques. The PI(s) must have the skills, knowledge and resources necessary to carry out the proposed research. The PI bears primary responsibility for the intellectual conduct of a project and accepts overall responsibility for directing the research. Approval of PI(s) must be made prior to proposal submission via the (IAF) Internal Approval Form. Eligibility to act as a University PI, Co-PI or Co-Investigator on a sponsored project is limited to University employees in a budgeted position. For the purposes of this policy, the terms Project Director or Project Administrator, shall be considered equivalent with PI.

**Policy:** **Eligible Positions for PI Status**

LU requires that the named PI for a sponsored program:

- Meet the eligibility requirements defined by the sponsoring agency;
- Be classified by LU as one of the following:

- (1) Full-time Contracted (Professional) Faculty
- (2) Full-time Credit Hour Faculty
- (3) Residential or Online Dean
- (4) Residential or Online Associate Dean
- (5) Residential or Online Department Chair

Other individuals may serve as PI on an exceptional basis. Approval for such cases must be granted by the Provost upon written recommendation of the appropriate Academic Departmental Chair and with the signed concurrence from the appropriate Dean.

#### **Ineligible Positions**

Individuals in the following categories are not eligible to serve as a PI:

- (1) Visiting Faculty, Guest Lecturers & Artists-in-Residence
- (2) Interim Administrators
- (3) Adjunct (Part-time) Faculty
- (4) Non-Contracted Faculty
- (5) Instructional Mentors, CLBs and SMEs
- (6) Undergraduate and Graduate Students
- (7) Emeritus Appointees

Additionally, if a PI should leave the University, or his/her employment is terminated, the individual is no longer eligible to serve as a PI at LU. The applicable administrative department must notify the Office of Sponsored Programs immediately to determine what course of action should be taken for the associated project.

**Definitions: Principal Investigator (PI) or Project Director (PD):** An individual designated by the University to have the appropriate level of authority and responsibility to direct a project or program supported by an external award. A PI assumes the role of project leader and is responsible for intellectual leadership and to LU for management of the project (including fiscal, compliance, and technical reporting), the conduct of the project scope of work, in compliance with the award terms and conditions, and in accordance with LU policies and procedures.

**Co-Principal Investigator (Co-PI):** An individual collaborating with the PI in the development or implementation of a sponsored project. A Co-PI devotes a specific percent of his or her effort to the project and is responsible to the University, and to the PI, for the management and conduct of a specific segment, or area of the project, in accordance with sponsor requirements, award terms and conditions, and LU policies and procedures.

**Senior Personnel or Key Personnel:** Individuals whose participation in the conduct of a sponsored project is necessary to the project's success, but who do not share the overall responsibility of a PI or Co-PI in the project management and oversight. Sponsors typically require these individuals to be named in the proposal/application.

**Review Cycle:** Every two years or as needed. The Provost will approve all OSP policies.