

## **Applicability**

This policy is intended to set forth the eligibility requirements to serve as a Principal Investigator (PI) at Binghamton University. It also describes the processes for requesting and approving exceptions to the PI eligibility requirements.

Only eligible Binghamton University faculty and staff may serve as a Principal Investigator (PI) on externally funded research, training, or other sponsored projects administered through the Research Foundation for SUNY. Usually the PI is an employee of SUNY or the Research Foundation for SUNY.

## **Background**

To serve as a PI, the employee must participate in the project to a significant degree. The PI bears the primary responsibility for managing the technical and financial aspects of a sponsored program in compliance with the sponsor's terms and conditions, and with the policies and procedures of The Research Foundation for SUNY, the State University of New York and Binghamton University.

## **Policy**

Binghamton University faculty and staff eligible to serve as a PI include:

1. Academic appointees who hold the titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Librarian, Associate Librarian or Assistant Librarian. These titles may be qualified by the prefix of "Research."
2. Researchers who do not have faculty status at the time of application, but expect to be appointed at the time of award, are permitted to be listed as a PI. At the time of application there must be in place a memo to the Office for Sponsored Programs from the appropriate chair or dean indicating that, by the time the award is made, the faculty appointment will be completed.
3. Academic appointees with the title Emeritus, Adjunct or Visiting may serve as PI on externally sponsored projects only with the written approval of the cognizant Dean or Vice President.
4. Members of the professional staff with approval of the Dean or cognizant Vice President.
5. Co-principal Investigators (Co-PI) must meet the same criteria for eligibility as a PI.
6. Pre- and post-doctoral student eligibility for PI status is guided by funding agency requirements. The faculty advisor or sponsor who independently qualifies as a PI will be listed as a co-investigator.

In rare circumstances in which a Binghamton University or Research Foundation employee wishes to serve as a PI but does not meet the eligibility criteria set forth above, a request for an exception to this policy must be submitted for consideration. The request, which must be endorsed by the appropriate department chair and dean, or cognizant Vice President, must include:

- The proposed PI's relationship to the department (e.g., their current appointment, any planned appointments or changes in appointment, the duration of the appointment, etc.)
- The title of the project and the name of the sponsoring agency
- A brief description of the proposed activity
- The department's compelling reasons for the request
- A statement that space and facilities will be arranged without detriment to the regular instructional or research responsibilities of the department
- An assessment of the proposed PI's ability to carry out the administrative responsibilities incumbent upon Principal Investigators

This request must be submitted to the Office of Sponsored Programs, who will review for completeness, and forwarding to the Vice President for Research for final review and approval.

## **Contact**

Any questions regarding this information should be directed to the Office of Sponsored Programs, x7-6136.