



Principal Investigator (PI) Eligibility for Sponsored Programs

Purpose

To clarify the criteria for Principal Investigator (PI) or Co-Principal Investigator (Co-PI) eligibility and provide a procedure for seeking eligibility on a case-by-case basis for those not automatically granted PI status.

Definitions

A PI or Co-PI is the individual responsible for the conduct of research or other activity described in a proposal for an award, including the responsibilities for fiscal management, human subjects, and animal assurance.

Policy

Automatically Eligible

A full-time employee holding any one of the following titles at Boston College is automatically eligible to serve as a PI or Co-PI:

- Professor
- Associate Professor
- Assistant Professor
- Professor Emeriti
- Research Professor
- Research Associate Professor
- Postdoctoral Research Fellow
- Postdoctoral Fellow

Limited Eligibility

The following titles are eligible to serve as PI or Co-PI in the limited circumstances described below.

- Institute and Center Directors –Proposals that align with the center’s field of study and research objectives.
- Head Librarian – Proposals that are directly related to the library’s services, collections, or strategic initiatives.

- Museum Director – Proposals that are directly related to the mission, collections, or programs of the museum.
- Undergraduate or Graduate Student – Fellowships that require a faculty supervisor mentor. Not eligible to serve as PI for research awards.

Individuals holding all other job titles must obtain approval from their Department Chair and the Vice Provost for Research to be eligible to serve as PI. The approval process is outlined below.

New and Departing Tenure-Track Faculty

With an appropriate endorsement from the department and school/center/institute or library and concurrence of the VPR, PI eligibility is available for incoming and outgoing researchers.

- Newly appointed tenure-track faculty are eligible to serve as PIs on proposals submitted by Boston College for up to 12 months prior to their Boston College appointment start date.
- Departing full-time tenured and tenure-track faculty are eligible to continue to serve as PI for up to 24 months after their appointment end date to engage in award closeout activities (e.g., final technical reports, approval of subcontractor invoices, disposition of property) and to mentor project-supported graduate students. In these cases, the relevant department must name another full-time tenured or tenure-track Boston College faculty member as Co-PI to maintain University affiliation with the research project.

Procedure to Request PI or Co-PI Status

Individuals who do not automatically qualify for PI or Co-PI status must complete the PI Eligibility Form and have it signed by their Department Chair and the Vice Provost for Research. PI or Co-PI rights are granted on a **per proposal basis**. PI/Co-PI eligibility should be obtained prior to the 30 calendar day Intent to Submit as outlined in the [Proposal Submission Guidelines](#).

Applicants will complete the PI Eligibility Form (Appendix 1). The Applicant will then email the request for PI or Co-PI rights to their Department Chair and subsequently the Vice Provost for Research(VPR). The Department Chair and VPR will review the request and may require additional information beyond what is included in this form in order to make their final decision. When emailing the VPR, include a copy of the Applicant's CV and cc the Associate VPR and Director of the Office of Sponsored Programs.

Principal Investigator Responsibilities

- ## Principal Investigator Eligibility

Instructions

- ## Applicant Information

Name: _____ Department: _____

Title: Applicant Email:

Experience and scholarly qualifications

Please also submit a copy of Applicant's CV with this Request

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Proposal Information

Title of proposal

Proposal Information cont.

Proposal abstract or brief summary

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Sponsor: _____ Estimated Amount
to be Requested: _____

Project Period: _____ Proposal Due Date: _____

Applicant Signature

Date

The approval of the Department Chair assures that the Applicant has the necessary experience, training (animals, human subjects, hazardous agents, etc.) and independence to compete for his/her own sponsored program and to administer the project or protocol, and also guarantees the necessary laboratory space or other resources and support are available.

Chair Signature

Date

The Vice Provost for Research has reviewed this Request for PI Eligibility and:

☐ Approves the request

☐ Does not approve the request

If does not approve, reason

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Vice Provost for Research Signature

Approval Date