

2.2.10 Eligibility to Serve as a Primary Investigator or Co-primary Investigator on an Externally Funded Project

This document is informed by Federal regulations as well as the funding guidelines of external funders and is in line with common practice at peer institutions. It does not replace other contractual expectations or *Faculty Handbook* articulations of faculty workload. Presented to the Deans Council on October 26, 2016; posted for review on May 10, 2017.

Definition

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on an externally funded project at Saint Mary's is based on the following definition:

- A primary investigator has primary institutional responsibility for providing discipline-specific or technical leadership and administrative and financial management of a sponsored project.

Primary Investigator and Co-primary Investigator Eligibility Policy

Eligibility to act as a principal investigator (PI) or co-principal investigator is determined as follows:

- **Tenure-track faculty** may serve as a PI or Co-PI on an externally funded project.
- **Salaried adjunct faculty** may serve as a PI or Co-PI on an externally funded project with the written approval of the relevant dean.
- **Per-course adjunct faculty** are not eligible to serve as a PI on an externally funded project. Per-course adjunct faculty may serve as a Co-PI on an exception basis with the written recommendation of the relevant dean and the approval of the provost.
- **Full-time administrators** at the director level or above may serve as a PI or Co-PI on an externally funded project directly related to their program area with the written recommendation of the relevant vice provost, vice president, or dean and the approval of the provost.
- **Other administrative staff** not named in the four categories above, as well as **graduate and undergraduate students**, are not eligible to serve as a PI or Co-PI on an externally funded project.

Recommendation and Approval Process

- Prior to preparing a proposal for external funding, a prospective Saint Mary's PI must secure the approval of the relevant dean or other administrator to ensure the proposed project advances institutional goals.