



ELIGIBILITY TO SERVE AS PRINCIPAL INVESTIGATOR OR PROJECT DIRECTOR ON SPONSORED PROJECTS

Adapted 03-10-2023

TAMU-CC DEFINITIONS:

- **Principal Investigator (PI):** an individual that has primary responsibility for the design, execution, and management of a sponsored project and will be involved in the project in a significant manner.
- **Project Director (PD):** an individual that has primary responsibility for the design, execution, and management of a training or public service project and who will be involved in the project in a significant manner.
- **Co-Principal Investigator (Co-PI), Co-Project Director (Co-PD):** involved in the design, conduct and reporting activities associated with a sponsored project. For some sponsors, the Co-PI or Co-PD has equal responsibility and authority as the PI or PD.
- **Co-Investigator (Co-I):** an individual that makes significant contributions to the project but does not have the overall responsibility or authority for the project.

SUMMARY OF ELIGIBILITY REQUIREMENTS:

Eligibility to serve as PI/PD or Co-PI/PD on a sponsored research project is typically limited to full-time TAMU-CC employees. Exceptions to this policy can be requested using the “PI Eligibility Request” form.

University Faculty and Research Staff:

Members of TAMU-CC that are tenured/tenure track (faculty) or non-professorial research positions are eligible to serve as a PI/PD, or Co-PI/PD on sponsored projects. These include the following positions:

- Clinical track faculty (all ranks)
- Professor (all ranks; Tenured/Tenure Track)
- Professional track faculty (all ranks)
- Research Track Faculty (all ranks)
- Research Scientist
- University Librarian (all ranks)

New University Faculty and Research Staff Prior to Appointment:

New university faculty cannot serve as a PI/PD or Co-PI/PD on a proposal prior to appointment with TAMU-CC unless approved through the “PI Eligibility Request” form. Approval can only be granted for an individual proposal.

Departing University Faculty and Research Staff:

A member who is currently a PI or PD, but leaves the university, may remain as PI or PD on awards residing at TAMU-CC for up to 24 months after departure if approved through the “PI Eligibility Request” form. Approval is required for each individual award.

Postdoctoral Research Fellows:

Postdoctoral Research Fellows/Associates cannot serve as a PI/PD or Co-PI/PD unless the purpose of the grant is to support the postdoctoral fellow’s education or research AND the sponsor allows this status. Postdoctoral research fellows are only eligible to be approved on an individual proposal; the “PI Eligibility Request” must be approved prior to submission of proposal.

Graduate and Undergraduate Students:

Graduate and undergraduate students are not allowed to be PI or Co-PI/PD. If the sponsor requires the student to be the PI, the student's mentor /advisor will serve as the PI in Maestro and will be responsible for the oversight of the project.

Other University Positions:

Instructors and lecturers (all ranks) are eligible to serve as PI, PD, or Co-PI/PD if approved through the "PI Eligibility Request" form. This request may be granted based on an individual proposal or blanket exception.

Adjunct and Visiting Professors (all ranks) are eligible to serve as PI, PD, or Co-PI/PD if approved through the "PI Eligibility Request" form. This request may only be granted based on an individual proposal.

Emeritus faculty may serve as PI on an award with an approved "PI Eligibility Request" form. PIs that are *emeritus* status must include an eligible Co-PI. This request can be granted on an individual proposal or blanket exception.

Staff that do not have an academic assignment may serve as PI, PD, or Co-PI/PD on an award if approved through the "PI Eligibility Request" form. This request can be granted for either individual proposals or a blanket exception.

Title	Eligible to serve as PI/PD, Co-PI/PD (automatic)	Exception required (only eligible for individual proposal)	Exception required (eligible for individual or blanket proposals)	Typically, Not Eligible
Clinical Professor (all ranks)	X			
Professor (all ranks; tenured/non-tenured)	X			
Professional Track (all ranks)	X			
Research Track Faculty (all ranks)	X			
Research Scientist	X			
University Librarian (all ranks)	X			
Postdoctoral Fellows		X		
Graduate Students				X
Undergraduate Students				X
Instructors and lecturers (all ranks)			X	
Adjunct Faculty		X		
Visiting Faculty		X		
Emeritus Faculty			X*	
Non-academic staff			X	

*Approved Co-PI required



Principal Investigator/Project Director Eligibility Request Form

Individuals that do not meet the eligibility criteria for Principal Investigator (PI), Project Director (PD), or Co-PI/PD status on Sponsored Agreements must submit this form to request an exception. The request must be submitted to the employee's direct supervisor, with final review conducted by the Executive Vice President for Research and Innovation (or designee). Applicant must provide a Curriculum Vitae (CV) with this request. **This request must be received at least two weeks prior to the proposal deadline. Requests not received on time may be denied.**

Employee Name:	Employee Title:
Employee Department:	Employee UIN:
Employee Email:	Employee Phone Number:
Request Type: ☐ Individual Proposal ☐ Blanket Exception	
Study Title(s):	
Sponsor(s):	

Please provide brief explanation of the request. If additional space is required, attach a separate document containing the full explanation.

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APPROVALS:

By signing below, you are certifying that the applicant has the necessary experience, credentials, training, and independence to apply for and successfully administer the project. Approval also indicates required space and other resources are available.

Name	Signature	Date	Recommendation
Applicant			
Chair/Director			☐ Approve ☐ Disapprove
Dean, if applicable			☐ Approve ☐ Disapprove
Executive Vice President for Research and Innovation			☐ Approve ☐ Disapprove