

California State University, Fullerton
ELIGIBILITY TO SERVE AS PRINCIPAL INVESTIGATOR

Background, Definition and Role

A Principal Investigator (“PI”) must be identified for every proposal submitted by the university. While there may be any number of co-Principal Investigators (“co-PI”) or co-investigators (“co-I”) involved in a proposal, there must be one individual who is recognized as ultimately responsible for the overall management of the project/program, completion of all required reports and deliverables, and who will serve as the primary technical point of contact for the potential funding agency and California State University, Fullerton (“CSUF”) if the proposal is funded. In some projects, a Principal Investigator may also serve as Project Director (“PD”).

Principal Investigator (PI) General Eligibility Requirements

Any of the following criteria must be met for an individual to serve as a PI:

- Tenure or Tenure-track faculty member currently employed by the CSUF
- Academic Administrator: Department Chair, College Dean or equivalent, Associate Vice President, Vice President, President
- Full-time employees (normally Administrators/MPPs) of the CSUF or ASC acting in his/her capacity as Center Director (or equivalent appointment)
- A faculty with emeritus status, *with prior* approvals from the College Dean **or** Division Head/Vice President, **and** Associate Vice President for Research and Sponsored Projects (ORSP)
- Non-tenured faculty such as Adjunct Faculty or Lecturer, *with prior* approvals from the College Dean **or** Division Head/Vice President, **and** AVP-ORSP

Special Circumstances:

- A Visiting Faculty (with temporary appointment) may serve as **Co-PI** for a proposed project, provided that the main PI is a full-time faculty member or Academic Administrator (as defined above) and the funding agency allows such.
- Students submitting proposals *where an award is issued to the CSUF or ASC* must be sponsored by a faculty member or academic administrator who acts as the designated PI. If the sponsor guidelines require, the student may be listed as a co-investigator, but may not be the point of contact for the project.

Note: *Prior approvals* may be provided via email or signed “PI Approval Form” (template provided on Page 2). Some colleges and departments may have specific guidelines on PI eligibility. Prospective PIs or co-PIs should check with her/his department and/or college to ensure that he/she meets their unit’s specific eligibility requirements.

Change in PI/PD

If a current PI or PD severs his/her affiliation with the CSUF or ASC or otherwise relinquishes active direction of the project, s/he will notify the ASC’s Office of Sponsored Programs (OSP) of such change.

1. The current PI/PD may propose a possible replacement PI. If the current PI/PD does not have any recommendations, the AVP-ORSP may identify a possible replacement, in consultation with, and approval by, the current PI/PD’s Department Chair and Dean.
The replacement PI/PD must meet the PI/PD eligibility requirements described herein. In addition, the new PI/PD must meet any additional requirements provided by the Sponsor.
2. OSP shall provide appropriate notification to the Sponsor of the request for change in PI/PD.
3. OSP shall provide appropriate notification to appropriate ORSP offices when approval is received from the Sponsor.

Office of Grants and Contracts

657-278-2106 | ogc1@fullerton.edu | fullerton.edu/research

PRINCIPAL INVESTIGATOR (PI) APPROVAL FORM

INSTRUCTIONS: Please provide the information below for the person requesting PI eligibility:

Name: _____

Current Position/Title: _____

Department/Unit: _____

College or Division: _____

Funding Agency (Sponsor): _____

Program Solicitation Name, as applicable: _____

(e.g. Summer Fellowship Program, FIPSE, etc.)

Please complete if this request is for an existing project/award:

Award number: _____

ASC account number: _____

Project Period: _____

Comments: _____

The above named faculty member may serve as PRINCIPAL INVESTIGATOR for the proposed project.

APPROVALS:

College Dean or Unit/Division Head

Date

Name: _____

College/Unit: _____

Associate Vice President

Date

Office of Research & Sponsored Projects