

# Harvard Medical School

## Policy on PI Eligibility on Sponsored Programs

---

### **Purpose**

To establish the criteria that allow individuals to serve as a Principal Investigator on sponsored programs submitted through Harvard Medical School (HMS).

### **Definition**

A principal investigator or co-principal investigator is an individual designated by HMS and approved by the sponsor to direct a project funded by an external sponsor. S/he is responsible and accountable for the proper programmatic, scientific or technical conduct of the project and its financial and regulatory management. A current signed Participation Agreement must be on file.

### **Considerations**

#### **Eligible Appointments**

- Academic rank of professor, associate professor, assistant professor
- Academic Rank of instructor, lecturer, or research associate, with approval from Department Chair or equivalent
- Faculty in transition:
  - Individuals who are moving to HMS may submit proposals as the PI with documentation from the department that a faculty appointment is pending.
  - HMS faculty members who are on a leave of absence may retain PI status on grants remaining at HMS for up to 3 months with Departmental approval. For periods longer than 3 months, additional approval from the Department and sponsoring agency is required.
  - HMS faculty members who are transitioning to a new institution may retain PI status on grants remaining at HMS for up to 3 months with Departmental approval. For periods longer than 3 months, additional approval from the sponsoring agency and the institutional official of the new institution of the faculty member is also required.
- Students and Post-Docs:
  - Individuals who are trainees may serve as PI on fellowships and career development awards for which holding PI status is a requirement with approval from their faculty mentor and Department Chair or designee.

#### **Additional Considerations**

- Faculty at affiliated hospitals are expected to submit proposals through the hospitals unless the proposed work will be done in HMS space.
- Faculty with joint appointments with the Veteran's Administration-Boston upon submission of a fully executed Memorandum of Understanding.

#### **Exceptions**

Individuals not meeting the above criteria, including emeritus faculty, may, by demonstrating sufficient cause, petition the Chief Research Operations Officer for approval to submit an application to an external sponsor. Such approval will usually also require the approval of the Executive Dean for Research. Requests for exceptions must include the proposed PI's CV, a copy of the proposal and justification for the request and evidence of approval by the Department Chair.