

# **Principal Investigator Eligibility Policy**

## **Background**

The title of Principal Investigator (PI) or Co-Principal Investigator (Co-PI) identifies the individual responsible for the conduct of a sponsored (funded) research project or non-sponsored (non-funded) research project. This responsibility includes the intellectual and day-to-day conduct of the project, fiscal accountability, administrative aspects, and the project's adherence to relevant policies and regulations.

## **Decisions**

Serving as a PI at UNLV is a privilege and responsibility, therefore the ultimate decision regarding PI eligibility exceptions resides with the Vice President for Research (or designee in their absence). No other individual on campus is allowed to provide this designation and exceptions may also be revoked by the Vice President for Research at his/her discretion.

## **Compliance & Education Requirements**

**Conflict of Interest (COI) Disclosure/Outside Activities** - All individuals acting as PIs, must complete an annual COI Disclosure and Outside Activity Request Forms prior to engaging in the outside activity(s).

**CITI Program Education** - All individuals acting as PIs engaging in research activities requiring human subject participants, clinical trial patient engagement, or animal research must possess up-to-date CITI Program certification prior to submitting a protocol for review through the Office of Research Integrity or Office of Clinical Trials.

**Volunteer Compliance** - All volunteer Individual Investigators (e.g. community faculty), who receive no monetary benefits in return for the volunteer service, must complete a Volunteer Agreement, Individual Investigator Agreement, and must list a Co-PI on every protocol or grant proposal submission.

## **Record Retention**

As per federal regulations, a record of all approved PI Eligibility Request Form and PI Eligibility Exception Assurance must be retained at the School/College level for a minimum of three years following completion of the research (45 CFR 46.115 (b)).

## **Related Links**

[CITI Program](#)

[Individual Investigator Agreement](#)

[PI Eligibility Exception Assurance](#)

[PI Eligibility Request Form](#)

[UNLV Graduate College Handbook](#)

[Guidelines on Pre-Approved Activities](#)

[Volunteer Agreement](#)

**Table 1: PI/Co-PI Eligibility by Employment Category:**

Status/Title	Automatic PI Eligible	Complete PI Eligibility Request Form, PI Eligibility Exception Assurance (designating Legacy Co-PI), and submit CV/resume	Volunteer & Individual Investigator Agreements, & must list Co-PI on all proposals and protocols
Tenure/Tenure Track Faculty	<b>X</b>		
Assistant/Associate/Full Professors	<b>X</b>		
Faculty-in-Residence Administrative Faculty (non-academic appointment)	<b>X</b> <b>X</b>		

**Checklist #1: Automatic PI Eligible** (Tenure/Tenure Track Faculty, Assistant/Associate/Full Professors, Faculty-in-Residence, Administrative Faculty (non-academic appointment) and Emeritus Faculty):