Policies and Procedures

Proposal/Grant Submissions

The Principal Investigator (PI)

The individual responsible for conceiving and enacting a project is known as the principal investigator. When this individual takes on the task of preparing a proposal for submission to an outside source, he or she agrees to manage the ensuing grant or contract in compliance with the terms, conditions, and policies of both the sponsor and the University.

Only one principal investigator should be named to delineate clear lines of responsibility for project management. In some instances, a colleague central to the project may be named co-principal investigator or be given another appropriate title.

University Affiliation for Institutional Awards

The principal investigator must be a member of the fulltime faculty, professional, or senior staff, or be an administrative officer of the University. Depending on the nature of the proposal, individuals with other University appointments may serve as principal investigators. Naming an individual in the proposal who is not an employee of the University does not commit the institution to employing that individual.

Unless otherwise indicated in the proposal, principal investigators are expected to be in residence at the University during the period of project operation. Principal investigators seeking a leave of absence during this period must obtain written authorization from the sponsor through the Office of Sponsored Programs.

All sponsored projects that utilize campus facilities such as laboratories, classrooms, etc., involve human subjects, animals, radioactive materials, or toxic or hazardous substances, involve any other faculty, staff or graduate students as part of the project budget, or in any way affect the University, must comply with University regulations. Requests must be submitted through the OSP for review and approval.

Source URL: http://www.desu.edu/research/policies-and-procedures