

## ELIGIBILITY TO SERVE AS PRINCIPAL INVESTIGATOR

### I. Background, Definition and Role

A Principal Investigator (PI) must be identified for every proposal submitted by the Office of Research and Sponsored Programs (ORSP) on behalf of the California State University, San Bernardino. While there may be any number of co-Principal Investigators (co-PI), co-investigators (co-I) and other collaborators 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 CSUSB if the proposal is funded. In some projects, a Principal Investigator may also serve as Project Director (PD).

### II. Project Director/Principal Investigator Responsibilities

The project director/principal investigator has the primary responsibility to ensure appropriate management of the project and accomplishment of programmatic objectives. Specific responsibilities include:

1. Overall responsibility to ensure that either the research or programmatic commitments are accomplished.
2. Authorizing all expenditures and maintaining appropriate expenditure controls.
3. Maintaining up-to-date records of financial obligations and expenditures.
4. Reporting financial activity to the University or University Enterprises Corporation on a timely basis.
5. Monitoring CSUSB or UEC reports for accuracy and informing them when discrepancies occur.
6. Ensuring proper supervision of project employees.
7. Adhering to project schedule.

### III. PI/PD Eligibility Requirement

A. As described in the “Administration of Grants and Contracts in Support of Sponsored Programs” policy, CSUSB requires that a PI must be

- a full-time permanent employee of the CSUSB (for example: full-time, tenure or tenure track faculty; academic administrators such as Chair, Dean, AVP; MPPs; Center Directors or equivalent; **or**,
- a full-time permanent employee of the UEC

B. Any exceptions to the above will require prior approval of appropriate administrator (Dean, AVP or Vice President) and the AP-Academic Research. Exceptions will be provided through the “**PI Approval Form.**”

C. Special Circumstances:

- Students submitting proposals, where an award is issued to the UEC/CSUSB, 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.
- 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.

### IV. Change in PI/PD

1. If a current PI or PD severs their affiliation with CSUSB or UEC or otherwise relinquishes active direction of the project, PI/PD will notify Sponsored Programs Administration (SPA) of such change.
2. SPA will coordinate the various internal processes involved in the Change in PI/PD, and will ensure that the replacement PI/PD meets the PI/PD eligibility requirements described in Section III. In addition, the new PI/PD must meet any additional requirements provided by the Sponsor.
3. Upon securing internal approvals, SPA shall provide appropriate notification to the Sponsor of the request for change in PI/PD.
4. SPA shall provide appropriate notification to the Chair and Dean and ORSP when approval is received from the Sponsor.