

<p>Title: Procedure for requesting PI and CO-PI status</p>	<p>Responsible Department(s): CFAES Office for Research and Graduate Education</p>	<p>Date Issued: February 8, 2019</p>
<p>Category: Research Administration</p>	<p>Document No.: 1</p>	<p>Review Date: 12/2019</p>

**Standard Operating Procedure
Requesting Principal Investigator (PI) status**

I. Purpose & Overview

a. Purpose

To describe the CFAES Office for Research and Graduate Education procedure for requesting Principal Investigator Status.

b. Background

PI status is **automatically granted** for individuals holding the following titles, provided the individual is a salaried, regular faculty member having at least a 50 percent appointment.

- Professor; Associate Professor; Assistant Professor
- Research Professor; Research Associate Professor; Research Assistant Professor
- Professor; Associate Professor; Assistant Professor (of Clinical Discipline)

Persons holding the following university non-academic titles **may request and be granted** principal investigator status for projects directly related to the mission and responsibility of their office:

- Director; Associate Director; Assistant Director

Persons holding the titles listed below are **not eligible** for PI (or co-PI) status, unless a formal request is made in writing and an exception granted by the University Senior Associate Vice President for Research. (Requests for co-PI status follows the same process as for PI status.) Granting of co-PI status requires that a regular faculty member serve as PI and assume responsibility for the project.

- Emeritus Professor
- Lecturer; Instructor
- Professor – Practice; Associate Professor – Practice; Assistant Professor – Practice
- Adjunct Professor; Adjunct Associate Professor; Adjunct Assistant Professor; Adjunct Instructor
- Visiting Professor; Visiting Associate Professor; Visiting Assistant Professor; Visiting Lecturer
- Senior Research Associate; Research Associate; Research Assistant
- Research Scientist (Unless Permission Was Granted in Initial Appointment Letter)
- Postdoctoral Researchers or Doctoral Students

II. Procedure

a. Procedure for requesting PI (or co-PI) Status

The CFAES Office for Research and Graduate Education will review all requests for PI status. Requests are to be submitted by the candidate's dean, chair or director at least two weeks in advance of any proposal deadlines that the individual would be serving as a PI or Co-PI.

- A letter requesting PI (or co-PI) status must be written (on department letterhead) by a candidate's dean, chair or director
- The individual's CV must accompany the request letter
- The letter should be addressed to the Associate Dean for Research and Graduate Education for approval. All requests should be sent to kaser.37@osu.edu.
- The Associate Dean for Research and Graduate Education (or designee) will forward their approval and all documentation to the University Office of Research for final approval.

b. Research Scientist Appointments

The university recognizes that outstanding research and scholarship are required to have distinguished undergraduate, graduate and postdoctoral training programs. Research scientists and senior research scientists are an important part of the research endeavor of the university. The principal duty of individuals in these positions is to conduct research related to the academic program of the appointing unit(s). The research program may involve students, classified staff, administrative and professional staff and other faculty.

- [Qualifications and Procedures](#) for research scientist appointments

III. Procedure Guiding Documents

OSU Office of Research, Principal Investigator Status:

<https://research.osu.edu/award-lifecycle/how-to-be-a-p-i/>

<http://research.osu.edu/files/Qualifications-and-Procedures-for-principal-investigator-status.pdf>

Version no.	Effective date	Description of change/sections revised	Reason for change	Author name
1	02/08/2019	New procedure	Process Improvement	Lori Kaser

File location: grants.cfaes.ohio-state.edu/research-compliance/SOPs

