

STANDARD OPERATING PROCEDURE (SOP)

SOP Number: 4
Effective Date: 3/1/18
Last Reviewed: 2/14/19

Title:

Principal Investigator Status

OSPFD Contact Information

Business Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (excluding holidays).

Main: 920-424-3215

E-mail: OSP@uwosh.edu

Website: uwosh.edu/sponsoredprograms

I. Overview

This document outlines the eligibility status for **Principal Investigators (PI)** for activities involving grant work and all other research activities conducted at UW Oshkosh. The term PI is used most commonly to identify the individual who holds the main responsibility for a program or project. For the purposes of this document, a PI is the individual who oversees a **sponsored program**. **Sponsored Programs** are defined as a project or activity originated by an individual meeting PI status requirements and who are funded completely or in part by external restricted funds. Individuals holding PI status have the responsibility of both project oversight and leading the scientific and technical endeavors of the project. In addition, the PI is directly responsible for ensuring compliance with financial and administrative requirements of the award.

II. Applicability

This policy was originally approved by the Provost and Vice Chancellor and outlines the eligibility of various job classifications to be considered Principal Investigator (PI) status. Only those job classification listed below may be considered for PI status under external grant funding.

III. Procedure:

A. Individuals seeking Principal Investigator (PI) status at UW Oshkosh must meet one of the following requirements:

1. Faculty member of any rank (includes Tenured, Tenure Track, Adjunct and Emeritus Faculty)
2. Academic Staff members
3. Visiting faculty/scientist faculty during the time that they draw salary support for the performance of a sponsored project through the University

B. The following individuals may be eligible to serve as a Co-Principal Investigator with an individual that meets the requirement for a PI on a project. Individuals listed in Category A above may also serve as Co-PIs:

1. Post-doctoral students
2. University Staff determined to be qualified by UW Oshkosh to conduct activities indicated in the proposal or under the award terms.
3. Collaborating faculty/scientist who have provided a Letter of Support from their institution

C. The following individuals may serve as Research Personnel on UW Oshkosh sponsored projects, in addition to individuals listed in categories A & B above:

1. Undergraduate and graduate students
2. Volunteers not affiliated with UW Oshkosh who have completed a Volunteer Agreement Form.

Individuals planning to serve as volunteers on a sponsored project will ensure they've completed a Volunteer Agreement Form through UW Oshkosh. Volunteers not receiving salary, wages or stipend should not be listed in the grant proposal budget. Instead, these unpaid individuals can be listed in the Facilities, Equipment and Other Resources document section of the grant proposal.

III. Guidance Documents/Policy Links

IV. Templates/Forms

V. Definitions

VI. Contact Information: For questions or comments please contact OSP@uwosh.edu or 920-424-3215

VII. Revision History:

Created: 03/01/18

Revised: 02/14/19