



**Idaho State
University**

POLICIES AND PROCEDURES

Principal Investigator and Co-Investigator Eligibility and Responsibility

ISUPP 7090

POLICY INFORMATION

Policy Section: *Research*

Policy Title: *Principal Investigator and Co-Investigator Eligibility and Responsibility*

Responsible Executive (RE): *Vice President for Research*

Sponsoring Organization (SO): *Office for Research*

Dates: Effective Date: *January 27, 2014*

Revised: *February 23, 2018*

Review Date: *February 2023*

I. POLICY STATEMENT

Submitting proposals for the support of research and scholarly activity is a privilege and a responsibility at Idaho State University (ISU). ISU Principal Investigator(s) and Co-Investigators are responsible for the intellectual direction of the research and scholarship as well as the training of graduate students.

Therefore, the following eligibility requirements must be met before submitting a sponsored project proposal.

Tenure Track and Non-Tenure Track Faculty:

Tenure Track and Non-Tenure Track Faculty, as defined by the ISU Policies and Procedures 3050, <https://isu.edu/media/libraries/isu-policies-and-procedures/human-resources/3050-Categories-ofEmployees.pdf> may submit proposals for support of research and scholarly projects, whether in academic, clinical or, research tracks.

Temporary (Visiting) Faculty, Emeritus Faculty, Administrative Professional (A/P) and Other Staff (O/S):

Temporary (Visiting) Faculty, as defined by the ISU Policies and Procedures 3050, (<https://isu.edu/media/libraries/isu-policies-and-procedures/human-resources/3050-Categories-ofEmployees.pdf>), Emeritus faculty, A/P, and O/S are also allowed to submit proposals.

All ISU faculty and staff submitting proposals must follow the procedures described below.

II. AUTHORITY AND RESPONSIBILITIES

The Assistant Vice President for Research, Sponsored Programs & Support, under the Vice President for Research, will have responsibility to monitor eligibility. Chairs, Deans, and Directors will be responsible for certifying PI eligibility. These officials must ensure employees and/or temporary faculty understand their roles and responsibilities associated with managing a sponsored project, which may include and not be limited to the items set forth below under Roles and Responsibilities, in addition to understanding the intellectual direction of the research and scholarship, the nature of the award, and the training of any graduate students.

Principal Investigator Roles and Responsibilities

In addition to providing direction and training, Principal Investigator(s) and Co-Investigator(s) are responsible for the roles and responsibilities as appropriate to the project, including, but not limited to, those listed below.

- Adherence to Sponsored Project Terms and Conditions
- Adherence to ISU policies and guidelines
- Project/Technical Management
- Publication, Data, and Technology Transfer (Intellectual Property)
- Error, Negligence, or Misconduct (Scientific Integrity)
- Financial Conflict of Interest and Idaho State Ethics
- Bio-safety (IBC)
- Human Subjects Protection (IRB)
- Animal Care and Use (IACUC)
- Environmental Health & Safety
- Progress & Technical Reporting Requirements as Defined by Agencies
- Radiation Safety

III. PROCEDURES TO IMPLEMENT

All proposals must be approved via the most current proposal routing system before submission to the Office of Sponsored Programs & Support (OSPS) for final University approval. Approvals in this system from the chair, dean or director will certify the eligibility of the PI or Co-I. The Assistant Vice President for Research, SPS will address any questions that might arise concerning eligibility when the proposal is approved by OSPS on behalf of the VPR.