

Purpose

Proposals submitted for extramural funding (research, training, and similar such activities) must include an eligible individual to serve as Principal Investigator (PI). Illinois Tech is legally bound to ensure that projects comply with all federal regulations and sponsor requirements of projects, and the PI plays an essential role in achieving such compliance. All project personnel are required to participate in the project in a significant and meaningful way.

Policy

The PI is responsible for the scientific and administrative conduct of all aspects of the project as well as accurate and timely reporting, including, but not limited to, effort reporting, technical reports, patent reports, and such other matters. All PIs must have an institutional base salary as stated on the appointment letter. PI eligibility is explicitly defined below.

Definitions

N/A

Procedures

Illinois Tech recognizes the following members of the academic community as eligible to serve as PI:

1. **Faculty members** holding the following titles:

- o Assistant Professor, Associate Professor, Professor;
- o Emeriti (provided that they have an appointment with an institutional base salary and have a tenured or tenure track faculty member as co-PI);
- o Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor;
- o Studio Assistant Professor, Studio Associate Professor, Studio Professor;
- o Lecturer, Senior Lecturer, Instructor, Senior Instructor;
- o Legal Writing Professor;
- o Industry Associate Professor, Industry Professor;
- o Research Assistant Professor, Research Associate Professor, Research Professor;
- o Distinguished Research Professor; and
- o University Professor.

2. Other **faculty members**, *with approval* from the Dean and the Vice Provost for Research, prior to the preparation of the proposal.

3. **Administrative staff** carrying the title of Vice President/Provost, and

Other **administrative staff**, provided that they have the required expertise to lead the project and *with approval* from the staff's Vice President/Provost and the Vice Provost for Research.

Other Senior/Key Personnel. Co-PIs and other senior personnel on proposals for extramurally funded projects can come from categories 1–3 above without the need for approval. Those coming from item 4 above still require approval. For the avoidance of doubt, any individual working on a funded project must have an institutional base salary at the time of proposal submission.

Individuals who are ineligible to be a PI or co-PI are listed below.

- “Courtesy” appointments (Appointments issued to non-employees of Illinois Tech for non-employment reasons and, therefore, do not include a base salary).
- Adjunct faculty, who are paid on a per course/task basis, are also ineligible to be PIs, but may participate in a proposal provided if it does not conflict with their adjunct appointment and duties, with prior approval from the Department Chair; provided, however, a base salary for the services to be rendered must also be established prior to proposal submission.
- Visiting faculty, Research Associate, and Senior Research Associate, unless the stated purpose of the project is solely to advance their career growth, or if specifically allowed by the sponsor in the solicitation, and, in either case, a base salary for the services to be rendered is established prior to proposal submission.
- Graduate students, unless the stated purpose of the project is solely to support the student’s education, or as specifically allowed by the sponsor in the solicitation.

Guidelines

N/A

References

IV. Conditions of Academic Appointment

Responsibilities

All IIT employees who submit proposals for extramural funding.

Recommended Forms

N/A