

Principal Investigator (PI)/ Project Director (PD) ELIGIBILITY

When a proposal to an outside sponsor is submitted and/or accepted by Southern New Hampshire University for research or other sponsored activity, the University assumes significant legal and financial obligations. Although projects are funded based on the expertise of the PI/PD, the formal award is made to SNHU. Given the importance of this responsibility, the University has to ensure that the individuals serving in the PI/PD role have the technical and administrative competency to carry out the project.

The PI/PD of a project is an individual with responsibility to direct and supervise all scientific, educational, technical, or other programmatic aspects of the externally funded project. The PI/PD is responsible for the 1) conduct and supervision of the research, program, service, or other activity, 2) proper fiscal management of the project, 3) completion of required reporting, and 4) programmatic record keeping.

In order for an individual within the University to automatically be eligible to serve as PI/PD, they:

- Must have a full-time faculty rank or professional staff appointment **AND**
- Must be appointed at SNHU at the time the proposal is submitted, **AND**
- Must be qualified to lead the project both technically and administratively **AND**
- Must have approval from his/her primary supervisor and/or Business Unit Executive Leadership

Newly hired faculty and staff not yet resident at SNHU but who are submitting proposals ahead of their arrival may be PI/PD or Co-PI's with approval of their Business Unit's Executive Leadership.

A Co-PI/Co-PD must meet the same requirements as a PI/PD described above.

Non-University personnel may not be listed as PI/PD's or Co-PI/Co-PD's on proposals. The institutional signature on a proposal indicates compliance with the terms and conditions of the grant if an award is made. The signature also certifies that the University and its PI/PD's are in compliance with numerous regulations. Signing a proposal that lists outside collaborators as PI/PD's or co-PIs would imply that the University can certify compliance for other institutions and their employees.