



California Health Sciences University

UNIVERSITY

CHSU POLICY ON PRINCIPAL INVESTIGATOR, CO-PRINCIPAL INVESTIGATOR, CO-INVESTIGATOR ELIGIBILITY, ROLES, AND RESPONSIBILITIES

PURPOSE

This policy defines the criteria for eligibility to serve as a Principal Investigator (PI), Co-Principal Investigator (Co-PI), or Co-Investigator (Co-I) on CHSU research projects and delineates the role and responsibilities associated with these positions.

SCOPE

This policy applies to all CHSU faculty members who undertake research projects at the University in the capacities of PI, Co-PI, or Co-I.

POLICY STATEMENT

CHSU emphasizes the importance of having PIs, Co-PIs, and Co-Is equipped with the requisite academic and professional qualifications to engage in sponsored projects compliantly and effectively. Serving as an Investigator on a CHSU project is a privilege and requires that the Investigator have requisite experience in scientific, programmatic, financial and compliance oversight of the project.

DEFINITIONS

- A. PI: The PI is responsible for the project's intellectual proposition, guiding research or program activities, and overseeing project personnel. The PI assumes comprehensive fiscal responsibility, ensuring compliance with sponsor and institutional policies, and fulfills reporting obligations.
- B. Co-PI: The Co-PI is a key senior researcher paralleling the PI in shaping and directing the intellectual and scientific aspects of the project. Depending on the project structure, a Co-PI



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may share or independently handle certain administrative and budgetary responsibilities, ensuring adherence to sponsor and regulatory standards. The Co-PI should also be capable to carry out the project in case the PI is not available (separation from the institution, death, or long-term absence.)

- C. Co-I: The Co-I is an essential member of the project contributing intellectually and overseeing the scientific integrity of the research, but does not have overall responsibility and authority for the project.
- D. Collaborators: External or internal experts contributing specialized knowledge or skills. Collaborators do not hold fiscal or administrative responsibilities.
- E. Advisors: External or internal with relevant expertise who serve in an advisory capacity and provide advice and recommendations to guide the research direction but are not directly involved in project administration or execution.

ELIGIBILITY

- A. All full-time CHSU faculty are eligible to serve as PI, Co-PI, or Co-I on a project.
- B. Adjunct or part-time faculty, CHSU affiliated preceptors, or librarians may serve as a PI or Co-PI with documented approval of their department Chair and Dean. The Chair's and Dean's signatures on the Routing Form are accepted as documentation of their approval.
- C. Students are allowed to serve as Student Co-Is but are not allowed to serve as a PI or Co-PI. CHSU approves student projects only if there is a faculty PI who will provide mentorship, guidance, and assume the overall scientific, sponsor and regulatory compliance, and fiscal liability for the project.



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RELATED INFORMATION AND PROCEDURES

- A. All PIs, Co-PIs, and Co-Is must participate in CHSU's mandatory training programs covering research compliance.
 - B. Projects involving human subjects, animals, or sensitive data require Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval before commencement.
 - C. Projects involving student data require the approval of the registrar.
 - D. All PI, Co-PIs, and Co-Is are required to review the project before submission to sponsors or a regulatory compliance division who must certify the following:
 - 1. The information submitted within the application is true, complete and accurate to the best of his/her knowledge.
 - 2. Any false, fictitious, or fraudulent statements or claims concerning the project may subject him/her to penalties.
 - 3. S/he accepts responsibility for the scientific conduct of the project and submit required progress reports.
 - 4. S/he agrees to the project commitments within the specific time and budget.
 - 5. S/he will comply with all rules and regulations of the sponsors, government, and/or University.
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RESPONSIBILITIES

The Vice President of Research and the Assistant Dean for Research are responsible for implementing the provisions of this Policy.

HISTORY (R*)

Approval Date:

11/19/2024

Revision Date(s):

11/19/2024

Reviewed Date(s):

11/15/2024

RACI

R: Vice President of Research

A: Deans and Program Directors, Assistant Dean for Research, Office of Sponsored Research,

C: Faculty Council, and Research and Scholarship Committee.

I: CHSU Community