

OGRD Memorandum 35

Principal Investigator and Co-Investigator Eligibility

WASHINGTON STATE UNIVERSITY

The Office of Research
Office of Grant and Research Development

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Submitting proposals for the support of research and scholarly activity is a privilege and a responsibility at Washington State University (WSU). WSU 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 when submitting a sponsored project proposal.

Tenure Accruing and Non-Tenure Accruing Faculty:

Tenure Accruing and Non-Tenure Accruing Faculty, as defined by the Faculty Manual, may submit proposals for support of research and scholarly projects, whether academic, clinical or research tracks. All proposals must be approved via the Request for Approval of Application for Extramural Support form (REX form) before submission to the Director of the Office of Grant and Research Development for final University approval.

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

In order for Temporary Faculty, as defined by the Faculty Manual, A/P, and O/S to submit proposals, the appropriate University officials providing approval, via the REX form, must ensure these employees and/or non-employees understand their roles and responsibilities associated with managing a sponsored project, which may include and not be limited to the items set forth below in the Roles and Responsibilities Section, in addition to understanding the intellectual direction of the research and scholarship, the nature of the award, and the training of any graduate students. Adjunct Faculty and Post-Docs are defined as Temporary Faculty.

Roles and Responsibilities Section

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

- Adherence to Sponsored Project Terms and Conditions
- Adherence to WSU policies and guidelines
- Financial Administration
- Project/Technical Management
- Publication, Data, and Technology Transfer (Intellectual Property)
- Error, Negligence, or Misconduct (Scientific Integrity)
- Financial Conflict of Interest and Washington State Ethics
- Bio-safety (IBC)
- Human Subjects Protection (IRB)
- Animal Care and Use (IACUC)
- Environmental Health & Safety
- Radiation Safety
- Human Resources
- Equal Opportunity

Mandatory Training and Education

All tenure accruing and non-tenure accruing faculty, temporary faculty, A/P, and O/S that submit a sponsored project proposal are required to complete the Office of Research mandatory on-line training at the time of award and prior to project initiation. This training encompasses information to assist in the direction and training of Principal Investigator(s) and Co-Investigator(s) in their roles and responsibilities, outlined above, and is required every five years.