

ORSO Policy 35

Principal Investigator and Co-Investigator Eligibility

WASHINGTON STATE UNIVERSITY

The Office of Research

Office of Research Support and Operations

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Submitting proposals for the support of creative activities, research, and scholarship is both a privilege and a responsibility at Washington State University (WSU). WSU Principal Investigators (PI's) and Co-Investigators (CO-I's) are responsible for the intellectual direction and management 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 career-track faculty:

Tenure accruing and career-track faculty (as defined by the Faculty Manual) may submit proposals for support of research and scholarly projects, whether academic (clinical, research, scholar, or teaching sub-tracks) library, or extension faculty. All proposals must be approved (including Chair/Director/AVP/etc., and Dean/VP/Chancellor/etc.), via the online "Request for Approval of Application for Extramural Support Form" (eREX Form) before submission to the Associate Vice President for Research Operations for final university approval.

Short-term faculty, faculty emeritus, administrative professional and other staff:

For short-term and professor emeritus (as defined by the Faculty Manual), administrative professional, and other staff (as defined by HRS) to submit proposals, the appropriate university officials providing approval (Chair/Director/AVP/etc., and Dean/VP/Chancellor/etc.), via the eREX Form, must ensure that these employees and/or non-employees understand their roles and responsibilities associated with managing a sponsored project. This may include, but 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. Lecturers, visiting faculty, adjunct faculty,

adjoint faculty, affiliate faculty, research associates, and postdoctoral teaching associate/fells are defined as short-term faculty.

Roles and responsibilities section

In addition to providing direction and training, PI's and Co-I's are responsible for the roles and responsibilities including, but not limited to, those listed below.

- Adherence to sponsor terms and conditions
- Adherence to WSU, state, and federal policies and guidelines
- Financial administration
- Project/technical management, including subaward management
- Publication, data, and technology transfer (intellectual property)
- Error, negligence, or misconduct (research integrity, harassment, etc.)
- Financial conflict of interest and Washington State ethics
- Biosafety (Institutional Biosafety Committee)
- Human subjects protection (Institutional Review Board)
- Animal care and use (Institutional Animal Care and Use Committee)
- Environmental health & safety
- Radiation safety
- Human resources
- Equal opportunity

Mandatory Training and Education

All faculty, staff, professional, graduate, and undergraduate students involved in the design, conduct, oversight, and/or reporting of applicable creative activities, research, and scholarship are required to take the "Responsible Conduct of Research" (RCR) training, provided by the "Collaborative Institutional Training Initiative" (CITI), at the time of award and every four years thereafter. This training encompasses information to assist in the direction and training of PI's and Co- I's in their roles and responsibilities, outlined above. The faculty and/or PI are responsible for ensuring that all employees and professional, graduate, and undergraduate students complete RCR training and other required trainings. For more information on this training, see Office of Research Guideline #8.