



Principal Investigator Eligibility and Criteria for Exceptions

**Office of Research
Policy No. 2.1**

*Effective Date: Fall 2020
Last Update: Spring 2024*

I. Policy Summary

Full-time NJIT faculty and staff are authorized to submit proposals for research to the NJIT Office of Research as Principal Investigators. Other members of the NJIT community may be co-investigators on proposals as explained in the policy.

II. Policy Purpose

The purpose of this policy is to delineate which members of the NJIT community may act as principal investigators on research proposals.

III. Policy Scope and Applicability

This policy is in effect for all units of NJIT and applies to all sponsored programs.

IV. Definitions

Principal Investigator (PI) - Key personnel responsible for leading the proposal effort and for the management, conduct, and reporting of any research project in compliance with regulations and applicable policies and procedures.

Faculty - Includes tenured and non-tenured faculty members, lecturers and research professors.

V. Policy Statement

All full time faculty and staff may submit proposals for research. Students may be co-investigators on proposals submitted for research fellowships, but cannot independently submit research proposals. A faculty member acting as an advisor must be the PI on all student-led proposals.

In rare cases, part-time employees may act as principal investigators on proposals submitted to NJIT's Office of Research with prior approval from the senior vice-provost for research. The decision made by the senior vice provost for research is final.

VI. Procedures

All proposals are submitted via the NJIT online grant management system, Streamlyne. Eligible individuals have login access to the system to input their proposal details. Problems with access or questions on system functionality should be addressed to the assistant director of pre-award services.

VII. Roles & Responsibilities

The Principal Investigator bears primary responsibility for leading the proposal effort and routing it for approvals in a timely fashion. Each college has a college director of research or project manager in the Office of Research assigned to assist PIs with budgeting and pre-award administration, including routing for approvals.

Approvals given by chairs, center directors, and deans indicate the following:

(1) The PI and associated faculty members have sufficient time to commit to the project if funded.

(2) Any voluntary matching funds (e.g. student support) is being funded by the department, center, or college. See the policy on cost sharing for a complete account of NJIT's expectations related to this matter.

(3) The PI has sufficient lab space and equipment to carry out the project that is being proposed.

(4) The proposal meets departmental and collegial expectations for budgeting. See Policy on Sponsored projects budget preparation for a complete statement of NJIT's budgetary expectations.

VIII. Authority and Responsibility

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration.

Related Policies and Regulations

2.2 Policy on Submission of Sponsored Project Proposals

2.4 Policy on Sponsored projects budget preparation

4.2.2 Principal Investigatorship for Protocols presented to the Institutional Review Board