**Policy and Procedures for Granting Non-Academic PI Eligibility**

**Introduction**

The designation of Principal Investigator (PI) Status is generally delegated to the Schools who have developed eligibility criteria for their faculty as well as specific procedures for granting exceptions to their criteria. The designation of PI status allows an individual to seek external funding for research or other activities. Individuals who submit applications to ethical oversight committees such as the Committee on Use of Human Subjects or the Longwood Institutional Review Board, or either of Harvard’s Institutional Animal Care and Use Committees must also hold PI Status.

This Policy and Procedures document addresses the special circumstances under which it is acceptable to grant PI status to individuals reporting to the University’s Central Administrative Units and who do not hold academic appointments. *The granting of PI status is limited to enabling individuals to submit proposals to external or internal funding sources and to ethical oversight committees and does* ***NOT*** *confer any academic privileges or title*s.

**Eligible Programs**

This Policy and Procedures document applies only to individuals reporting to the University’s Central Administrative Units that do not have or are ineligible for a faculty appointment. Individuals with a faculty appointment reporting to the University’s Central Administrative Units are ineligible for Central Administration PI status.

There are circumstances in which individuals who report to the University Central Administrative Unit that do not have an academic appointment may have the opportunity to seek external funding for special projects that contribute towards the goals or the mission of the individual’s unit. The justification for such application will be evaluated during the review process and may include such funding opportunities as:

* Organizing professional conferences or workshops.
* Travel grants.
* Career development grants.
* Grants for special exhibits and displays.
* Program improvement and or efficiency grants.
* Pilot project grants.
* Development of training and awareness programs.
* Research which the individual is qualified to conduct.

Individuals from a central administrative unit who are not otherwise eligible for PI status by virtue of an academic appointment must obtain approval from the Office of the Provost forCentral Administration *prior* to submitting a proposal for external funding or to an ethical oversight committee.

*Note: Harvard Library (HL) and Harvard College Library (HCL) senior librarians, archivists, and curators are eligible subject to the approval of the University Librarian— on projects directly related to information and library science (e.g. digitizing or preserving collections, or assessing library instruction and tools).*

**Procedures**

Individuals seeking approval for PI status must:

* Be full time employees reporting through a central administrative unit.
* Possess a doctorate degree, or equivalent, and experience to compete for funding for the specific project,
* Be able to manage the project if funded,
* Have the support and approval of the Unit Head. *Note: When a requestor’s Unit reports up to a member of the Office of the Provost who holds a PI-eligible faculty appointment, that person must approve and serve as faculty sponsor, and*
* Complete and submit the completed the “Request for Granting Non-Academic PI Status Form” for review and approval.

Approval will depend on:

* The eligibility of the individual to conduct the activity for which funding is being sought for.
* The individual’s ability to provide adequate administrative and grant management support for the funded research. This includes pre-award support, post-award support, and financial management and reporting.

To obtain approval the completed *Request for Granting Non-Academic PI Status* form must be submitted to Ara Tahmassian ([Ara\_Tahmassian@Harvard.Edu](mailto:Ara_Tahmassian@Harvard.Edu)) or Kathleen Buckley ([Kathleen\_Buckley@harvard.edu](mailto:Kathleen_Buckley@harvard.edu) at least ten (10) working days prior to the deadline for the submittal of the funding request for review and approval.

*Note:*

* *If granted, approvals are only granted for the specific funding proposal and duration described in the Form.*
* *An extension of the duration of approval may be granted if appropriate justification (e.g. extension of the grant period) is provided.*
* *A new request is required for each new proposal.*