Guidance / Instructions for the Application to serve as Principal Investigator under Special Circumstances, Exception to the Partners PI Eligibility Policy - Attachment A

In accordance with the provisions of the Partners PI Eligibility Policy, the privilege of serving as a Principal Investigator (PI) is limited and continuance is subject to compliance with the provisions of the Policy. See complete PI Eligibility Policy at http://resadmin.partners.org/RM_Home/Documents/RMPolicies/Policy-PIEligibility.pdf.

Under special circumstances, exceptions may be granted extending this privilege to individuals not otherwise eligible under the conditions of this Policy. Special approval to serve as a PI for a specific project is limited to the duration of the project period and granted upon the review and written approval of the Department Chair of the responsible and supervising Department and the hospital Sr. VP of Research.

To request PI eligibility approval, submit a completed application form located at this link http://resadmin.partners.org/rm_home/documents/rmpolicies/pieligatta.pdf and the required attachments to your Department Grants Administrator or the person that you work with on your proposal submissions. Once that individual has reviewed the packet for completeness and compliance with this procedure, they will forward a hard copy of the packet to the entity Sr. VP of Research. This request must be received in its entirety ten (10) working days prior to any required submission date for the sponsored project specified.

The Sr. VP of Research will then review and indicates their approval or denial of the request on the application form and will return the form to the attention of the Department Grants Administrator (DA). Upon receipt, regardless of whether the determination was to approve or deny the application, the DA will send the applicant an email notifying of the resulting determination with a copy to the faculty sponsor/mentor, Department Chief and Research Management Pre-Award Grants Administrator assigned to the department. If the request was approved, the DA will then request an InfoEd account for the new PI (see below) and when established, will initiate the record for the pending application corresponding to the approval and will upload the Attachment A documents into the attachments section of the InfoEd PD record.

The New User Request form for InfoEd is available on the internet. The DA will complete the request form and send it to the InfoEd Help Desk (instructions are on the form). http://resadmin.partners.org/RM_Home/Research_Support_Depts/Other_Research/Partners_Research_Apps/Documents/PD%20New%20User%20Form.doc

PI Designees are reminded that a Partners Research Management Conflicts of Interest Reporting Form and compliance with the Partners Effort Reporting Policy may be required dependent upon the requirements of the project sponsor.

Approval of designation to serve as a PI does not guarantee continued employment or continued availability of space and resources which are subject to performance and availability as determined by the Department Chief and Sr. VP of Research respectively.

As warranted (i.e.; when applicant is a pre or post doc) Faculty sponsor/mentor must attach a letter to:

- Attest that the applicant has the necessary qualifications, skills and experience to compete for and administer the project specified, if awarded
- Justify the request for approval for designation as PI and explain why it is in the hospital’s best interest to approve this application
- State and confirm understanding of the responsibility being assumed as the faculty sponsor/mentor and how the proposed scope of work supports the research mission of the Department