

College of Education
Recommendations for Approving Non-Regular PIs
8/19/2021

“Individuals holding appointment titles such as research associates, specialists, postdoctoral fellows, or visiting, adjunct and clinical faculty, normally may submit proposals only as co-investigators/key personnel with a regular MSU faculty member. Upon approval by the appropriate department chairperson, college-level research associate dean, and the Office of the Vice President for Research and Innovation, these non-regular faculty may serve as principal investigators or co-principal investigators.”

The Office of Sponsored Programs (OSP) website suggests that departments and colleges follow their own approval procedures in addition to those listed above.¹ This document outlines the guidelines for the College of Education

Before applying to the Vice President for Research and Innovation for an exception, the College of Education will follow the following recommendations:

1. Explain how the work fits within the mission of the Department and/or the College.
2. The Department must provide the space, staff, and administrative support needed for the project.
3. If there is not a regular faculty member serving as CoPI on the proposal, the department will assign a regular faculty member to be the mentor for the non-regular PI. A mentoring plan for research associates/postdoctoral students is required by a number of funding agencies.
4. The Chair will discuss the following with the proposed PI and faculty mentor:
 - a) Who will be responsible for the supervision of graduate students.
 - b) Since research grants are awarded to MSU and since research data and other products belong to MSU, who will take on the responsibility for completing the work if the fixed term person leaves or is otherwise unable to complete the work.

A note that outlines the above agreements should be attached as a separate document and forwarded to the Associate Dean for Research, Dr. Emily Bouck (To: ecb@msu.edu cc: patric38@msu.edu) with the email requesting the PI exception. The following details must also be included:

1. Proposal Development Document Number (PD)
2. Proposal Type/Sponsor (example: NIH R21, NSF CAREER, Spencer Foundation, etc.)
3. Proposal Deadline

¹ Regular faculty members and fixed-term faculty employees with a rank of assistant professor and higher, may be identified as the sole or co-principal investigator on proposals seeking support for a sponsored research, education, or service project without a special process (per OSP).

4. Project Title
5. Request Type - Project PI Exception
6. Current Position (examples: research associate, assistant professor-fixed term, specialist-fixed term, etc.)

The request for an exception will then be forwarded to the Office of the Vice President for Research and Innovation per OSP. In the case of on-going fixed-term, multiple-year research appointments, a blanket approval may be requested. In the case of graduate assistants, unless otherwise specified in the request for proposal (RFP), a regular faculty member or advisor will be listed as a CoPI on the proposal.