



**Huston-Tillotson University
Institutional Planning, Research and Assessment
Institutional Review Board**

Principal Investigator Qualifications

The university grants principal investigator (PI) status using the following guidelines.

- The individual responsible for the conduct of the study (the PI) must be a salaried, regular faculty member having at least a 50 percent appointment. PI status is automatically granted for individuals holding the following titles: professor, associate professor, assistant professor, and/or instructor.
- Persons holding the following university non-academic titles may serve as principal investigators on projects directly related to the mission and responsibility of their offices: director, associate director, and/or assistant director.
- If a student is pursuing an undergraduate thesis or research project, seeking funding for fellowships and/or grants, a regular faculty member must be named as PI on the project as being responsible for seeing that the terms of the research, grant or contract are fulfilled.
- Persons holding the titles listed below are generally not eligible for PI status unless an exception is made in writing by the University Provost and/or the Chair of the Institutional Review Board. Requests for exceptions must be made by the department chair with signature concurrence from the college dean and accompanied by the prospective investigator's curriculum vita. Persons holding these titles may, in certain situations, be granted co-investigator status, which requires a regular faculty member to serve as PI and to assume responsibility for the project: emeritus professor, adjunct faculty, visiting professor, visiting lecturer, research assistant, among others.

Appointment Procedures

Requests for PI status must include:

- A request letter written (on department letterhead) by a dean, chair, or director.
- The approval of the dean of the college. (This approval can be in the form of a separate letter, an email, or a notation made on the request letter).
- The individual's curriculum vita.

Request letters and all supporting documentation can be submitted electronically for approval to **Jaya K. Soni, Director, Office of Institutional Planning, Research and Assessment** at jksoni@htu.edu or to **Anthony E. and Louise Viaer Alumni Hall Office 310**.