



PI Status Qualifications and Procedure

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Instructions

Contact cahlander.2@osu.edu or call (614) 247-4764 with questions.

Qualifications:

Principal Investigator (PI) status is granted using the following guidelines:

- a. PI status is automatically granted for individuals holding the following titles, provided the individual is a salaried, regular faculty member having at least a 50 percent appointment.
 - professor; associate professor; assistant professor
 - research professor; research associate professor; research assistant professor
 - professor; associate professor or assistant professor of (clinical discipline)
 - b. Persons holding the following university non-academic titles may request and be granted principal investigator status for projects directly related to the mission and responsibility of their office:
 - director; associate director; assistant director
 - c. Persons holding the titles listed below are not eligible for PI (or co-PI) status, unless a formal request is made in writing and an exception granted by the university senior associate vice president for research. (Requests for co-PI status follow the same process as for PI status.) Granting of co-PI status requires that a regular faculty member serve as PI and assume responsibility for the project. ([College of Medicine clinical faculty - please contact \[cahlander.2@osu.edu\]\(mailto:cahlander.2@osu.edu\) or 614-247-4764 for information specific to COM PI requirements](#)).
- emeritus professor
 - lecturer; instructor
 - clinical professor; clinical associate professor; clinical assistant professor
 - professor – clinical; associate professor – clinical; assistant professor – clinical
 - professor – practice; associate professor – practice; assistant professor – practice
 - adjunct professor; adjunct associate professor; adjunct assistant professor; adjunct instructor
 - visiting professor; visiting associate professor; visiting assistant professor; visiting lecturer
 - senior research associate; research associate; research assistant
 - research scientist (unless permission was granted in initial appointment letter)
 - postdoctoral researchers or doctoral students

Procedure to Request PI (or co-PI) Status:

- A letter requesting PI (or co-PI) status must be written (on department letterhead) by a candidate's dean, chair or director
- The individual's CV must accompany the request letter
- Submit the request letter and CV to the associate dean for research of the candidate's college for approval
- The college associate dean for research will forward their approval and all documentation to the Office of Research for final approval