

Who is eligible to be a Principal Investigator?

In most cases a Principal Investigator (PI) must have a full-time appointment at Brooklyn College. The following positions are eligible to serve as PI, or eligible to serve as PI with additional requirements:

1. All tenure-track Assistant, Associate, Full, and Distinguished Professors. Lecturers pursuing grants related to the scholarship of teaching and related areas.
2. All Research Assistant Professors, Research Associate Professors, and Senior Research Fellows. In addition, full-time professional staff seeking institutional grants with the approval of their supervisor and VP.
3. All Adjunct, Visiting, Emeritus, or other Brooklyn College faculty who have the written approval of their Department Chairperson or Area Head, AND the approval of the Dean in the relevant school. Principal Investigators with professional titles in this category must include either, a) a Co-PI with a title from one of the two categories listed above, OR b) a signed document indicating that the Chairperson and Dean accept all fiscal and administrative responsibility and liability for the actions of the PI with a professional title in this group (category 3). In addition, the Provost must approve the designated PI from this professional title category seeking institutional grants.
4. All post-doctoral fellows with a) written letters of approval from their department Chairperson AND Dean, AND b) the post-doctoral fellow's mentor must serve as a Co-PI. In addition, the Provost must approve the designated PI from this category.
5. All professional staff, who are not also students, with the written approval of their department Chairperson AND the written approval of the Dean of the relevant school. In addition, the Provost must approve the designated PI from this category.

Principal Investigator Eligibility

ORSP: Proposal
preparation and
submission

6. Undergraduate and graduate students may NOT be designated as PIs. If a funding agency or sponsor require that a student be listed as the proposal PI, the student's advisor will be the PI of record in the Research Foundation system.

For categories 3-6 above, written letters of justification should address the following points:

- What is the relationship between the individual and the institution? How long is that relationship expected to continue?
- Who is the funding sponsor?
- What is the purpose of the activity for the proposed work?
- Does the applicant have the necessary expertise and access to resources to be competitive in an external funding request?
- If the individual leaves the institution, what will happen to the project?
- Throughout the project, will the individual supervise staff/students?
- What departmental/school resources (e.g., space, equipment, staff, administrative support, supplies, etc.) will be required for the project?
- Will the award fund these resources directly or indirectly?

Please email your request to the ORSP Director at robin.nesby@brooklyn.cuny.edu. The ORSP Director will review the request and relevant grant requirements and then communicate with the Department for an appropriate plan.