



University of the Virgin Islands

Standard Operating Procedure (SOP) Title: Principal Investigator Eligibility	SOP Number: OSP-PROPOSAL-001
	Office of Accountability: Office of Sponsored Programs

I. PURPOSE

This standard operating procedure establishes the requirements for who is eligible to serve as Principal Investigator on a sponsored project.

II. DEFINITIONS

1. **Principle Investigator (PI) or Project Director (PD)** is the individual designated by UVI and the sponsor as the person responsible for overall administrative, fiscal, scientific, and technical direction, and conduct of a sponsored project. When there are other PIs on the project they are referred to as Co-PIs. In these cases, the PI assumes the role of lead PI.
2. **Co-Principal Investigator (Co-PI)** is the individual who shares responsibilities for the sponsored project with the PI.
3. **Co-Investigator (Co-I)** is the individual shares responsibilities for performing work under the sponsored project, but does not have fiscal authority unless delegated by the PI.
4. **Sponsored Project** is considered any externally funded research, training, evaluative testing, or public service project directed by UVI PI as part of their university work that requires the university to perform a specific project.

III. ROLES AND RESPONSIBILITIES

1. PI & Department Units are responsible for the following:
 - i. Prepare the exception request ensuring all required documentation is included.
 - ii. Obtain appropriate Departmental and Collegiate approvals.
 - iii. Submit the request to the Office of Sponsored Programs.

2. Office of Sponsored Programs

- i. Ensure all documents and appropriate approvals were included in the exception request.
- ii. Submit the exceptions request with all appropriate documentation and provide guidance, as needed, to the Vice President for Research and Economic Development.
- iii. Notify the faculty and Departmental and Collegiate head of the determination.

IV. PROCEDURES

UVI is responsible for complying with all regulations and requirements guiding sponsored projects. Eligibility to act as a UVI PI, Co-PI, or Co-Investigator on a sponsored project is limited to full-time UVI faculty members and research scientist. In addition, students and postdoctoral fellows may submit applications for projects and awards requiring the student or postdoctoral fellow to be the PI. Administrative staff at the director or higher level may also serve as a PI or Co-PI.

Individuals who do not meet the above eligibility criteria are ineligible to serve as a PI or Co-PI unless an exception to this policy is obtained. The below are procedures to request approval for an exception:

1. Make the request in writing and include a strong justification for the exception request.
2. Include evidence that the school and/or department is committed to support the proposed PI by providing appropriate space, resources and administrative oversight in the event that the award is made.
3. If related to a specific proposal, the proposal and guidelines, if available and applicable, should be forwarded with the PI exception request.
4. Obtain approvals from the appropriate Department Chair, Institute or Center Director, and Dean.
5. Submit the exception request documents to the Office of Sponsored Programs through osp@uvi.edu.
6. The OSP will obtain approval from the Vice President for Research and Economic Development and notify the proposed PI and the appropriate head of the unit in writing of the determination.

Approvals must be received before a proposal can be submitted.

V. REFERENCES

Proposal Review and Submission Policy (OSP-PROPOSAL-003)

VI. HISTORY

1. Revision 0: Approved March 4, 2021
 2. Revision 1: Approved June 17, 2026
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SOP APPROVAL

Signature: Jatasha Haralson
Jatasha Haralson, Director of Sponsored Programs

Date: June 17, 2026