

DALHOUSIE UNIVERSITY  
**Guidelines on Principal Investigator (PI) Eligibility**  
Research Applications and Accounts  
Office of Research Services (ORS)  
*Updated March 2023*

Generally, Principal Investigators (PIs) must be employees of Dalhousie and have an academic appointment spanning the period of the grant to apply for research funding and hold a research account. At Dalhousie University, individuals who do not meet these criteria but wish to apply for research funding may be regarded as exceptions.

To facilitate research applications from non-academic staff, the following process will apply:

- At least three weeks prior to the application deadline, the non-academic staff member must provide written confirmation to their unit head and the Office of Research Services that the funding program will accept applications from non-academic staff;
- The unit head, or a suitable co-PI who is an employee of Dalhousie and has a continuous academic appointment spanning the period of the grant and some knowledge of the research area, must be designated as the account holder;
- At least two weeks prior to the application deadline, the unit head must submit a completed and signed Principal Investigator (PI) Eligibility Request Form to the Vice-President Research & Innovation indicating the following:
  - Funding agency, funding program, application deadline and confirmation of PI eligibility;
  - Nature and status of non-academic staff member's position, e.g., full-time staff not in probationary period, term position and duration, etc.;
  - Acknowledgement that research is an expected component of the position and included in the job description;
  - Acknowledgement that research is consistent with the unit's research program and unit's priorities;
  - Confirmation that all normal and necessary administrative and other unit support for the project will be provided;
  - Confirmation that unit head takes responsibility for ensuring the University's standards of financial, ethical and scientific accountability in the conduct of the funded research project and has formally established intensified reporting arrangements with the nonacademic staff member to this end;
  - Confirmation that any students involved in the project are appropriately supervised by a Co-PI;
  - Confirmation that the designated account holder will monitor, prevent and – if needed – cover over-expenditures and/or ineligible costs;
  - Acknowledgement that the University may terminate the project at any time if accountability standards are not maintained;
- All exceptions are subject to prior approval from the Vice-President Research & Innovation and the Provost & Vice-President Academic.