

CALS EHRA Non-Faculty PI and Co-PI Eligibility Guide

NCARS - Research

Co-PI Status

Co-PI status can be interpreted as being someone who is supporting a PI--in other words, we do not have to equate Co-PI and PI with respect to responsibilities. However, a Co-PI has to be prepared to step into the PI role and abide by the University requirements of a PI. The PINS system will allow any individual with an EHRA appointment to be added as a Co-PI; however, a system change is required for an individual to be added as a PI. Besides the systematic distinction, PINS does not distinguish between the roles. However, SPARCS (Sherrie Settle) relies upon the College to review and vet individuals, before requesting their roles of PI or Co-PI. Therefore, having the ability to be added as a Co-PI in PINS does not mean the individual has the approval to be a Co-PI. Through the implementation of the new ERA system, SPARCS is working to address delegation of roles and accessibilities, outside of PI and Co-PI roles. Hopefully, the new ERA system can have a broader range of roles to assign, but probably not in the first rollout. In the meantime, we will continue to review requests for Co-PI status and ask the request be sent forward in preparation for submitting a specific grant. In order to be approved for Co-PI status, the person should at a minimum meet the following criteria:

1. **BS** in relevant field with at least 8 years of relevant experience including at least three years at NC State.
or
MS in relevant field with at least 5 years of relevant experience including at least three years at NC State.
or
PhD and at least 6 months experience at NC State, but combined at least 4 years of postdoctoral experience.
2. EHRA classified position, e.g. EHRA Non-Faculty
3. Demonstrated subject matter expertise.
4. Relevant experience at NC State includes independently overseeing phases of a program including planning, organizing, and implementing a research or Extension project, budget oversight, staff management, completing PINS records and assistance with post award grant management and reporting, contributing to formulation and quality of research methods or programming.

The following items will also be taken into consideration for each specific request for co-PI approval:

5. Is submission of proposals part of the individual's job responsibilities or functions?
6. Did the person participate in writing the grant application?

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7. If in a time-limited appointment, the employee has a reasonable expectation of continued employment through the award period
8. Size, scope, and complexity of the project: budget amount, sub awards, cost share, etc.
9. Department head approval is required.
10. If postdoctoral role, with minimum of 4 years postdoc experience, both PI and Department head are required to actively mentor and train the postdoc and need to attest to such in their letter recommending Co-PI status of the postdoctoral individual.

PI Status for projects that have Project Directors rather than research PIs.

We would recommend PI status for individuals if the NCARS office deems that they have an appropriate CV given the responsibilities and project subject matter expertise required for successful completion of the proposed work. The checklist for the review before recommending to Sherrie Settle is that the person have the following qualifications:

1. **BS** in relevant field with at least 8 years of relevant experience including at least three years at NC State.
or
MS in relevant field with at least 5 years of relevant experience including at least three years at NC State.
or
PhD and at least two years' experience at NC State.
2. EHRA classified position, e.g. EHRA Non-Faculty
3. Has been a Co-PI on grant(s) of comparable size and scope.
4. Demonstrated subject matter expertise.
5. Has been on campus long enough to know the various systems needed to manage the grant (minimum of 3 years for BS and MS, minimum of 2 years for PhD).
6. If in a time-limited appointment, the employee has a reasonable expectation of continued employment through the award period.
7. Has been vetted through the department. (The rationale for this is that when faculty get PI status automatically, they have been vetted through the department. Being a PI should not be determined by one supervisor. The person will need to maintain a positive relationship with the funder and represent the department to the outside group. We recommend a faculty vote as a best practice but will defer to the Department Head to determine the process and convey departmental endorsement.)

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Co-PI and PI status are granted either for one proposal or all similar proposals going forward. If for one submission, subsequent requests will be reviewed during the PINS/proposal review process in conjunction with the Pre-Award Consultant and CALS Director of Research Administration (Holly Lipkovich). PI status will be given as long as the proposal is of a similar size as the previous ones and no issues have arisen with performance of PI duties on other grants.

NC Cooperative Extension

Currently, there are some Area Specialized Agents, with appropriate CVs, that have been given approval to be PI on specific types of grants by the Deputy Director, N.C. State Extension (Tom Melton/Dale Monks). These proposals/grants are limited to small commodity grants, and the proposal must be approved by the Deputy Director, N.C. State Extension as part of the formal PINS approval chain.

Moving forward, the listed extension roles will have eligibility for Co-PI and then potentially a PI status as follows:

- Extension Assistants and Assistant Agents- Not eligible for PI. Co-PI eligibility will be reviewed on a case by case basis
- Extension Associates and Associate Agents (Field Faculty Status) - Eligible for Co-PI then PI
- Extension Full Agents and Area Specialized Agents (Field Faculty Status) - Eligible for Co-PI then PI

The following individuals are authorized to approve, for the following areas, both Co-PI and PI roles for eligible extension individuals:

- Dr. Richard Bonanno, Director, NC State Extension & Associate Dean – *All requests*
- Dr. Dale Monks, Associate Director, State Program Leader for ANR/CRD – *All Agriculture and Natural Resource Sciences requests*
- Dr. Sarah Kirby, Assistant Director, State Program Leader for FCS – *All Family & Consumer Sciences requests*
- Dr. Mike Yoder, Associate Director, State Program Leader for 4-H – *All 4-H related requests*

Co-PI Role

In addition to holding one of the above eligible roles, the following is also required for an Extension Agent or Extension Associate to be granted Co-PI Status:

1. Demonstrated subject matter expertise.
2. EHRA classified position, e.g. EHRA Non-Faculty
3. Relevant experience at NC State includes independently overseeing phases of a program including planning, organizing, and implementing a research or Extension project, budget oversight, staff management, completing PINS records and assistance with post award grant management and reporting, contributing to formulation and quality of research methods or programming.

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Further, the following items will also be taken into consideration for each specific request for Co-PI approval:

4. Is submission of proposals part of the individual's job responsibilities or functions?
5. Did the person participate in writing the grant application?
6. If in a time-limited appointment, the employee has a reasonable expectation of continued employment through the award period
7. Size, scope, and complexity of the project: budget amount, sub awards, cost share, etc.
8. Department head or District Director approval required.

PI Status for projects that have Project Directors rather than research PIs.

We would recommend PI status for individuals if the NC Cooperative Extension office deems that they have an appropriate CV given the responsibilities and project subject matter expertise required for successful completion of the proposed work. The checklist for the review before recommending to Sherrie Settle is that the person

1. Currently or will shortly be promoted into PI eligible Extension role.
2. EHRA classified position, e.g. EHRA Non-Faculty
3. Has been a Co-PI on grant(s) of comparable size and scope.
4. Demonstrated subject matter expertise.
5. Has been with Extension long enough to know the various systems needed to manage the grant (minimum of 3 years for BS and MS, minimum of 2 years for PhD).
6. If in a time-limited appointment, the employee has a reasonable expectation of continued employment through the award period.
7. Has been vetted through the department or District Director. Being a PI should not be determined by one supervisor. The person will need to maintain a positive relationship with the funder and represent the NC State Extension to the outside group. We recommend a faculty vote or the equivalent for Extension as a best practice but will defer to the Department Head/District Director to determine the process and convey endorsement.

Co-PI and PI status are granted either for one proposal or all similar proposals going forward. If for one submission, subsequent requests will be reviewed during the PINS/proposal review process in conjunction with the Pre-Award Consultant and CALS Director of Research Administration (Holly Lipkovich). PI status will be given as long as the proposal is of a similar size as the previous ones and no issues have arisen with performance of PI duties on other grants.