PI Eligibility Policy Update

Admin Forum September 13, 2023

Goal of the Policy Update



Goal: Focus administrative time and resources on primary, ladder faculty and proposals that support mission-centric work and advance the established/current research priorities of the School and/or Department.

Process: An internal committee from **ORSD**, **SPA**, and **OFA** met monthly over the course of 18 months to:

- ✓ Analyze sponsored research submission data;
- ✓ Discuss current trends and challenges;
- ✓ Review PI eligibility parameters for other Harvard Schools and affiliated hospitals/institutions;
- ✓ Recommend revisions to the existing policy;
- ✓ Identify which individuals from each department would be impacted by changes to the policy; and
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✓ Socialize recommended policy changes with Chairs of each department.

Key Impacts

- Primary Faculty, Postdocs, and Students are not affected by policy changes.
- No one will be barred from applying through the School, but there is now more oversight and a more stringent process in place for reviewing waivers.
- Revisions only impact future submissions; proposals already awarded are not affected.

Eligible Appointments		Waiver Required	
Faculty and Research appointment		Faculty and Researchers with the	
types employed at the Harvard Chan School with at least 25% FTE:		following appointment types and those not employed at the Harvard	
•	Primary ladder and non-ladder		an School:
	faculty* (all ranks)	•	Secondary Faculty with Unpaid
•	Secondary faculty (all ranks)		Appointments
•	Research Scientists (all ranks)	•	Adjunct Faculty
•	Research Associates / Postdocs	•	Visiting Faculty / Scientists
	/ Students**	•	Instructors
		•	Research Associates / Postdocs
			submitting independent
			research awards

^{*}Ladder: Assistant, Associate, Full Professor; Non-ladder: Lecturer, Senior Lecturer, Professor of Practice, Professor in Residence



^{**}Students, Postdoctoral Fellows, and Research Associates are eligible to apply for fellowship, career development, and mentored training grants

Update to Waiver Process

NEW as of September 2023:

We have launched a new online waiver via JotForm.

PI Eligibility Waiver Form
(also linked on the
PI Eligibility webpage)

All waivers should now be submitted via this form.

Key Updates to the Waiver and Process:

- There is an abbreviated version of the waiver built-in for Harvard Chan postdocs/research associates.
- Submitted waivers will automatically be routed for digital signature to approvers identified in the form.
- We recommend PIs reach out to the approvers they list in the form to notify them that they will receive an email requesting their signature on the waiver.



Waiver Review Process

PI completes waiver and obtains necessary > sign-off



Waiver submitted to PI Eligibility Waiver Review Committee



PI Eligibility Waiver **Review Committee** determines eligibility



Eligibility decision and rationale communicated



- Waivers reviewed on a case-bycase/proposal specific basis
- Waivers are submitted via **JotForm**
- Submitted waivers are automatically routed for signature

- Committee meets monthly on the third Thursday to review waivers
- Waivers should be submitted and signed at least two weeks in advance of committee meetings

Decision factors:

- ✓ Work is mission critical
- ✓ School's role is clear.
- ✓ 50%+ budget supports School personnel & resources
- ✓ Grant period aligns with appointment
- ✓ Department infrastructure to support award
- ✓ Sponsor/funder has established track record with the University and has been fully vetted

Eligibility decisions pertain to the proposal in question only, rather than blanket eligibility or ineligibility

Upcoming Initiatives

Education with key stakeholders and groups including Department Admins, ADFs, and grant managers

- Checkboxes for PI eligibility on department intake forms
- Updated PI eligibility flag in Wasabi



Helpful Resources



PI Eligibility Inbox:

pieligibility@hsph.harvard.edu

Any questions regarding PI eligibility can be directed to this inbox.



PI Eligibility Webpage

The new policy, FAQs, and other documents and resources are posted <u>here</u>.



PI Eligibility Waiver Form

The <u>link to the waiver form</u> can be found on the <u>PI Eligibility</u> webpage on the ORSD website.

Thank you!

