

# 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
- ✓ 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 types employed at the Harvard Chan School with at least 25% FTE: <ul style="list-style-type: none"><li>• Primary ladder and non-ladder faculty* (all ranks)</li><li>• Secondary faculty (all ranks)</li><li>• Research Scientists (all ranks)</li><li>• Research Associates / Postdocs / Students**</li></ul>	Faculty and Researchers with the following appointment types and those not employed at the Harvard Chan School: <ul style="list-style-type: none"><li>• Secondary Faculty with Unpaid Appointments</li><li>• Adjunct Faculty</li><li>• Visiting Faculty / Scientists</li><li>• Instructors</li><li>• Research Associates / Postdocs submitting independent research awards</li></ul>

\*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](#))

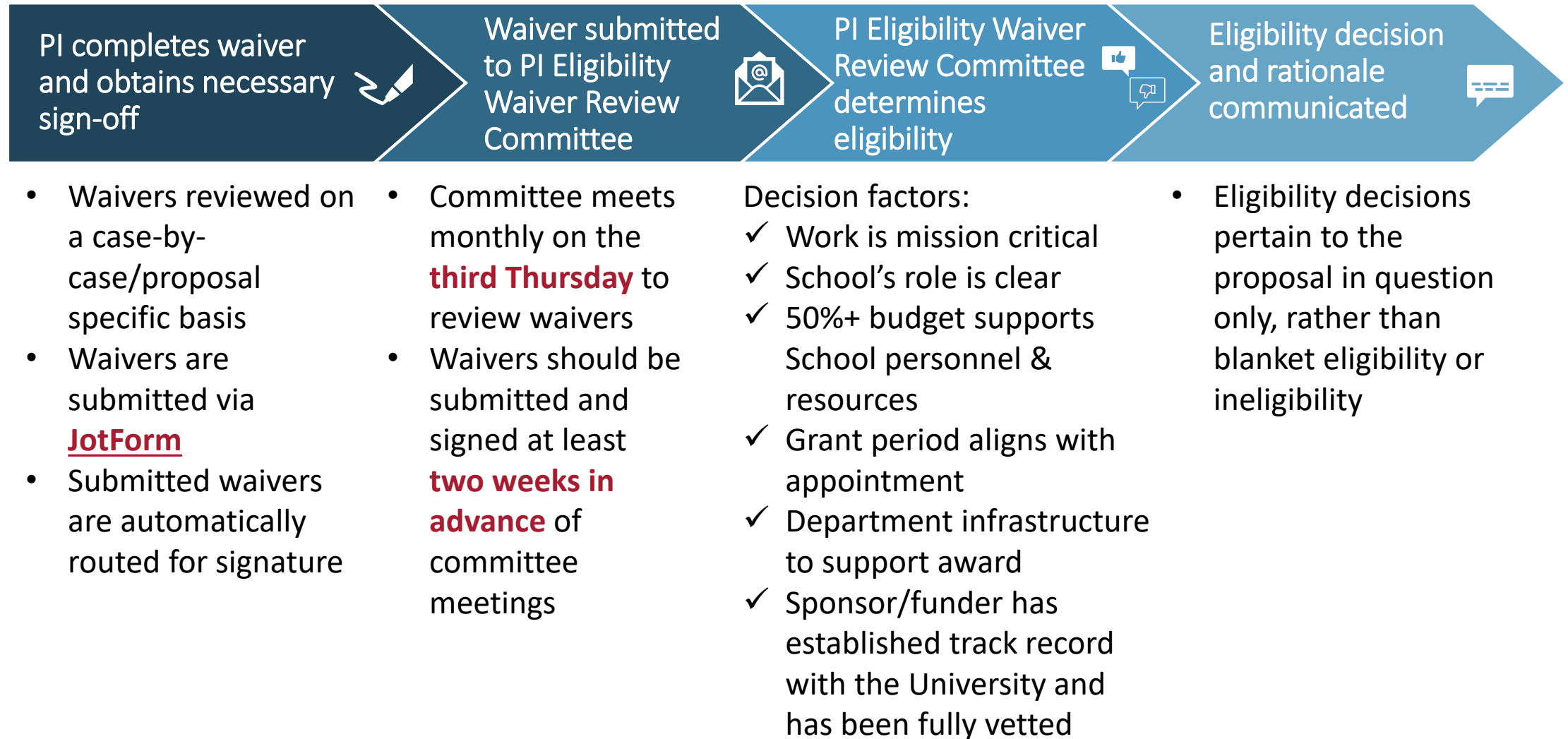
All waivers should now be submitted via this form.

## 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



# 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](mailto: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 [here](#).



## PI Eligibility Waiver Form

The [link to the waiver form](#) can be found on the [PI Eligibility webpage](#) on the ORSD website.

# Thank you!



**HARVARD**  
**T.H. CHAN**  
SCHOOL OF PUBLIC HEALTH