CRI - THE CENTRE FOR RESEARCH & INNOVATION
#UnlockingInnovation

The Role of a PRINCIPAL INVESTIGATOR

What is a Principal Investigator?
The Principal Investigator (PI) is the research lead and the subject expert of the project, responsible for both executing and guiding research activities and participants to project completion. Fanshawe College has a stewardship responsibility to ensure that funds awarded to the institution are utilized effectively and in accordance with funder policies and guidelines. As the PI, you will coordinate with the Centre for Research & Innovation (CRI) to ensure that all research project activities, purchases, partners and participants are compliant with funder and college guidelines.

What are the benefits?
Serving as a PI enables you to build on your research and project management skill set. Ideally, you will enhance our college curriculum by integrating project work and/or findings into your teaching practice. Students who serve as research assistants gain beneficial research skills, resiliency, and learn to build relationships with clients. You are also encouraged to collaborate with other researchers and share your research findings in order to advance knowledge in your discipline.

What are your responsibilities?

Pre-Award
INTERNAL GRANTS
- Review Eligibility criteria
- Develop and submit proposals directly to the Centre for Research and Innovation (CRI).
- Application must include a detailed description regarding project participants, timelines, budget, and deliverables.
    - CRI can assist with budget development and provide guidance on other aspects of your proposal.
- If your research involves human subjects, an application for Research Ethics Board (REB) approval must be submitted. Documents and deadlines are available on the REB website.
- If course release is required, initiate a discussion with your Associate Dean. CRI requires proof of supervisor approval by application deadline.

EXTERNAL GRANTS
- Work with CRI to create a CV and/or Researcher Profile (if required by funder) which demonstrates your subject expertise, skill set, and leadership experiences.
- Assist CRI with budget and application development as required.
    - CRI will review the application to identify: acceptable use of Fanshawe resources and supports, compliance with other relevant Fanshawe policies (e.g. Intellectual Property), and any liability associated with the proposed contract. For certain competitions, CRI may select best applications to submit on behalf of institution.
    - A minimum of 2 weeks is required for review.
    - CRI will submit the application to the funding body as the College is the administrator of all research grants which involve students, faculty, and/or staff Fanshawe.

Post-Award

Once a project has been approved and the contract has been secured, the Principal Investigator assumes responsibility for:

- The performance and completion of the work, including signing and submission of reports and other deliverables according to the timelines, terms and conditions outlined in the contract;
- Ensuring all participants have the experience/skill sets to perform the responsibilities as described in the proposal;
- Providing participants (e.g. Research Assistants) with appropriate training, supervision, and support as required and/or appropriate.
- Ensuring that all participants comply with applicable terms and conditions of the research contract, especially those relating to publication, Intellectual Property, data management, and confidentiality;
- Promptly notifying CRI of any changes in your employment status for the duration of the award;
- Co-operating in the investigation of any allegation of research misconduct or misuse of funds as it relates to their research project(s);
- Consulting regularly with CRI* staff regarding the project budget and expenditures. This includes:
  - Using the awarded funds only for the designated purposes for which they were awarded;
  - Ensuring sufficient funds are available to cover all expenditures;
  - Resolving over-expenditure in a timely manner with personnel from the CRI;
  - Submitting all receipts and time sheets in a timely manner.

*CRI processes all research transactions, monitors budget, and reviews for compliance.

How are Principal Investigators compensated?

Full-Time faculty are eligible for course release, funded by CRI. The time spent on your research project replaces a course that you normally teach within the curriculum. This typically equals 6 hours a week and Associate Dean approval is required. The funds are typically used to backfill the position and no extra monetary compensation is awarded.

For Part-Time faculty, the time committed towards a research project is over and above all other employment commitments. Hours must be logged and submitted to CRI for payment of an hourly wage, inclusive of vacation. Contact CRI for details.

Support staff may request funding to backfill the position, but typically an employee's time is provided "in-kind," as something done within the current role.