1. PURPOSE
1.1. The purpose of this policy is to define Principal Investigator eligibility for University of Georgia Institutional Review Board (UGA IRB) submissions.

2. DEFINITIONS
2.1. **Principal Investigator (PI):** is the individual primarily responsible for overseeing the preparation, conduct, and administration of *human subjects research*.

3. POLICY
3.1. The Principal Investigator is ultimately responsible for the appropriate oversight and conduct of research. The PI may delegate certain responsibilities and functions of the research; however, he/she must maintain oversight and retain ultimate responsibility for the conduct of research and of those to whom responsibilities were delegated.

3.2. Any UGA employee who holds one of the following appointments is eligible to serve as the PI on IRB submissions:

   3.2.1. Tenured or Tenure-Track Faculty: Assistant Professor, Associate Professor, Professor, and Professor Emeritus

   3.2.2. Non-Tenure-Track or Temporary Faculty and eligible staff: Assistant Research Scientist, Associate Research Scientist, Senior Research Scientist, Public Service Representative, Public Service Assistant, Public Service Associate, Senior Public Service Associate, Academic Professionals, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Temporary Assistant Professor (with Dean’s approval), Adjunct Faculty with Primary Federal Appointments, and Instructor/Lecturer

   3.2.3. Senior Research Associate

3.3. Individuals in the categories below are eligible to serve as PI if they have obtained written approval from the appropriate department head or director. Written approval for these individuals to submit to the IRB is granted for a single submission only. Exceptions to this single project approval condition may be made in certain circumstances (for example, for individuals who submit multiple submissions).

   3.3.1. Adjunct Faculty, Visiting Faculty, Postdoctoral Research Associates, and Postdoctoral Research Fellows

   3.3.2. The written approval must include:

      3.3.2.1. The reason why an exception should be made,
      3.3.2.2. The individual’s qualifications for being PI, and
      3.3.2.3. A statement that the department head or director (or another specifically identified eligible individual) will assume responsibility for and ensure compliance with all applicable requirements for conduct of the study should the PI fail to do so.
3.4. UGA students may not serve as PI and should seek an eligible individual to serve this role on an IRB submission.

3.4.1. For projects that do not meet the definition of human subjects research or where the IRB will rely on the review of an External IRB, students may serve as PI. See Policy and Procedure: Determination of Human Subject Research and Policy and Procedure: Reliance on an External IRB.

3.5. When a PI leaves UGA, he/she is no longer eligible to serve as PI on ongoing projects at UGA. Prior to leaving UGA, the outgoing PI should select an eligible investigator to serve as the new PI for each of his/her ongoing project.

4. PROCEDURES: Researchers

4.1. The researcher must complete the submission form through the IRB’s electronic application system.

4.2. The researcher must identify the eligible investigator who will serve as PI where prompted.

4.3. To obtain approval for the exceptions described in Section 3.3, an email with the required information or a Certification of Support for Postdoctoral Associate must be submitted.

4.4. The PI is responsible for submitting new applications for review as well as all modifications and continuing reviews to approved research.

4.5. Prior to leaving UGA, the PI should submit modifications through the IRB’s electronic application system for each ongoing project in which he/she is PI in order to update the system and alert the IRB of the change in PI. In the submission, the PI must indicate whether or not he/she will remain on the study team.

5. PROCEDURES: Institutional Review Board

5.1. The IRB Staff will review the submission to ensure that the PI meets eligibility requirements.

5.2. If a PI has left UGA without submitting modifications to ongoing projects to alert the IRB Staff of a PI change, the IRB will contact the Department Head of the PI’s former department who will identify a new PI and provide the IRB with a letter giving the IRB permission to act on his/her behalf in submitting the modifications for PI change.

5.3. For non-committee reviews, IRB staff will offer the investigator the opportunity to provide additional information/materials and/or to revise the submission in appropriate review correspondence.

5.4. For committee reviews, IRB staff will offer the investigator the opportunity to provide additional information/materials and/or to revise the submission in appropriate review correspondence that describes missing information or required modifications.

5.5. IRB Staff will document information pertaining to determinations that the requirements of this policy have been met in the review history for non-committee reviews and in the meeting minutes by recording the motion to approve for research reviewed by committee.

6. MATERIALS

6.1. Template: Certification of Support for Postdoctoral Associate
7. REFERENCES
   7.1. Policy and Procedure: Determination of Human Subject Research
   7.2. Policy and Procedure: Reliance on an External IRB