

Policies and Procedures

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CHAPTER: Sponsored Programs Administration	ISSUED: 11/2011	APPROVED: University Research Council 11/10/11	REVISED: 3/2013
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1. PURPOSE

This policy provides guidance on key personnel to include in a research grant proposal at Creighton University.

2. KEY PERSONNEL

Key personnel are individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested on a grant application.

The following are considered key personnel:

2.1. Principal Investigator/co-Principal Investigator/Program Director

The Principal Investigator/co-Principal Investigator/Program Director is always considered key personnel.

2.2. Co-Investigator

Co-investigators normally have faculty status and are always considered key personnel.

2.3. Other Significant Contributors (National Institutes of Health grants only)

Other significant contributors (OSCs) are individuals who have committed to contribute to the scientific development or execution of the project, but who are not committing any specified measurable effort (in calendar months) to the project. These individuals are typically presented at “effort of zero calendar months” or “as needed” (individuals with measurable effort cannot be listed as OSCs).

2.4. Consultants

A consultant is defined as an individual hired to give professional advice or services for a fee; consultants cannot be Creighton University employees. Grantees should describe the services to be performed by the consultant(s) in their justification, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs for each.

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2.5. Subcontractor Principal Investigator

The designated investigator with whom the subcontractor contracts to conduct a portion of a project's work. The subcontractor Principal Investigator is required to submit a scope of work, budget, budget justification, and endorsement by the subcontractor's institution.

3. OTHER RESEARCH STAFF

Other research staff, post-doctoral fellows, and graduate students normally are not considered key personnel. If the Principal Investigator believes an individual in one of these categories is involved in the scientific development or execution of the project in a substantive, measurable way, he or she should consult with Sponsored Programs Administration.