

University of Toronto PI Eligibility – July 2016

GUIDELINES REGARDING ELIGIBILITY TO BE A PRINCIPAL INVESTIGATOR AT THE UNIVERSITY OF TORONTO

Individuals who hold paid academic appointments at the University that extend beyond the period of funding being requested; or clinical faculty appointed under the Policy for Clinical Faculty or individuals who are employed at an affiliated institution (such as an affiliated teaching hospital) and hold a status-only appointment at the University are eligible to act as Principal Investigators on research grants and contracts. Retired faculty will be considered eligible with the authorization of their unit head. In exceptional cases, approval of eligibility may be provided by the Provost.

Only those individuals who are eligible to act as Principal Investigators will have access to My Research – Applications (MRA), the on-line research application submission system through which all University of Toronto research applications must be submitted prior to submission to a sponsor. Procedures for gaining access to the system and, in exceptional circumstances, PI eligibility, are outlined below.

(Principal Investigators who have a current U of T Employee Self-Serve (ESS) will have access to My Research – Applications.)

Procedures (New Accounts – Activation of Expired Accounts)

- Individuals with paid academic appointments at the University
 - Most of these individuals will be automatically added to the system when they are appointed at the University – see table below for a delineation of those who will be automatically assigned a Principal Investigator role in MRA and those who should follow the Exceptional Cases instructions below
 - NB – If you have not used ESS or My Research On-Line (MROL) for a period of two years, your account will be deactivated, please contact raise@utoronto.ca at least 2 days in advance of submission to have your account activated.
- Clinical faculty appointed under the Policy for Clinical Faculty or individuals who are employed at an affiliated institution (such as an affiliated teaching hospital) and hold a status-only appointment at the University
 - A faculty member intending to apply for research support through the University must submit a request for access to raise@utoronto.ca at least 2 days in advance of submission to have your account created. The request must include the following information:
 - Name of the faculty member
 - Name of U of T unit in which you hold your primary academic appointment
 - Personnel number of the faculty member
- Emeritus/Retired faculty members
 - The Chair/Director of the unit through which the retired faculty member intends to apply for research support must submit a request for access to raise@utoronto.ca at least 2 days in advance of submission to have your account created. The request must include the following information:
 - Name of the retired faculty member
 - Personnel number of the retired faculty member
 - Unit name

- Exceptional Cases

Exceptions may be possible for those who do not meet the University's standard eligibility requirements with the written support of the Dean or Principal of the Faculty or College and the Provost's Office.

- A written request from the individual's Chair or Academic Director should be submitted to the Dean/Principal (or designate) to whom the Chair or Academic Director reports. The request must address the following points:
 1. the exact nature of the individual's appointment with the University;
 2. the sponsor to whom the application is being submitted and the corresponding deadline;
 3. that the individual and the funded research proposal are consistent with the unit's overall research program and the academic priorities established in the unit's academic plan;
 4. that the research proposal includes potential for the meaningful involvement of graduate students;
 5. that the unit head ensures provision of all normal and necessary administrative and other unit support for the project;
 6. that the unit head takes responsibility for ensuring the University's standards of financial, ethical and scientific accountability in the conduct of the funded research project and has formally established intensified reporting arrangements with the individual to this end;
 7. that it is understood that the University may sever its relationship with the project at any time if accountability standards are not maintained;
 8. the individual's personnel number;
- Upon approval by the Dean/Principal the request must be forwarded to the Vice-Provost, Faculty and Academic Life for final approval.
- Upon approval by the Vice-Provost a copy of the approved request will be forwarded by the Vice Provost, Faculty and Academic Life to the My Research – Applications System Administrator in the Office of the Vice President Research and Innovation for system set-up.
- The System Administrator will provide time-limited access to My Research – Applications to facilitate submission and internal approval of the application. Please allow 2 days from receipt of the request by the System Administrator for system access.

NB – Your access will expire if your account is inactive for a period of 2 years.

Category	Ranks	Tenure Status	PI Eligibility
Prof Tenure Stream	Full Professor	tenured	Yes
	Associate Professor	tenured or tenure stream	Yes
	Assistant Professor	tenure stream	Yes
	Assistant Professor Conditional	pre-tenure stream	Yes
Prof Non Tenure Stream	Full Professor	non tenure stream	Yes
	Associate Professor	non tenure stream	Yes
	Assistant Professor	non tenure stream	Yes
	Assistant Professor Conditional	non tenure stream	Yes
Other Academics	Lect. & Equivalent (no longer used)	non tenure stream	Case by case ¹
	Lecturer (Medicine Stat Only)	non tenure stream	Case by case ¹
	Instructor (no longer used)	non tenure stream	No
	Instructor (Medicine Stat Only)	non tenure stream	Case by case ¹
	Sr. Athletics Instructor	non tenure stream	No
	Athletics Instructor	non tenure stream	No
	ICS Instructor	non tenure stream	No
	Clinical Associate/Assistant (no longer used)	non tenure stream	No
Teaching Stream	Lecturer	non tenure stream	Case by case ¹
	Sr. Tutor	non tenure stream	Case by case ¹
	Associate Professor, Teaching Stream	non tenure stream	Case by case ¹
	Assistant Professor, Teaching Stream	non tenure stream	Case by case ¹
Librarians	One		No
	Two		No
	Three		Case by case ¹
	Four		Case by case ¹
Other	Visiting		No
	Adjunct		No
	Retired		Case by case ²
	Emeritus		Case by case ²
	Status Only		Yes
	Research Associate		No
	Senior Research Associate		Co-PI only ³
	President/VP/Provost		Yes - if they hold an academic appointment
	<ol style="list-style-type: none"> 1. Follow procedures for "Exceptional Cases" above (on page 2) 2. Follow procedure for Emeritus/Retired faculty (on page 1) 3. For system access, send the request for Co-PI status to raise@utoronto.ca with your name and personnel number 		