

October 18, 2023

To: Department Heads

From: Dr. Antonietta Quigg
Senior Assoc. VP for Research and Graduate Studies

Subject: PI Eligibility guidelines for Galveston Campus

Texas A&M University at Galveston is committed to the increase of the research footprint of our campus. The Research and Graduate Studies Office (RGSO) recognizes the role that Postdoctoral Research Associates and Research Scientists play in this endeavor, not only during the execution of research projects, but also as potential creators and directors of research ideas. In a similar way, RGSO understands the importance that being Principal or Co-Principal Investigators in an externally funded research project can have for the future careers of young researchers. As such, this memorandum clarifies the circumstances and procedures to grant PI eligibility for personnel that are not permanent University Employees.

Postdoctoral Research Associate: Researchers with this title can only obtain co-PI eligibility for proposals, on a case-by-case scenario, in consultation with their Faculty Mentor and adloc Department Head. Every proposal that includes a postdoctoral researcher as Co-PI must include the participation of a Faculty Mentor, which must be reflected in the budget presented to the potential sponsor. The Faculty Mentor must request Co-PI eligibility authorization to the Senior Associated Vice President of Research and Graduate Studies, which should be approved by the Department Head before the proposal is routed through SRS. A memo outlining the responsibilities of the Postdoctoral Fellow and Faculty Mentor is required along with an acknowledgment they have reviewed the guidelines on the Division of Research website (<https://vpr.tamu.edu/initiate-research/pi-eligibility>). To this extent, the memo should include the proposed mentoring plan, distribution of responsibilities and indirect split.

Assistant and Associate Research Scientists: Researchers with these titles can request a PI eligibility authorization annually to the Senior Associated Vice President of Research and Graduate Studies (those with the Full Research Scientist title will require a one-time authorization request only). Requests should be made by a Faculty Mentor and the respective Department Head prior to routing the proposal through SRS. Authorization can be renewed after a positive Annual Performance Evaluation. A memo outlining the responsibilities of the Research Scientist and Faculty Mentor is required along with an acknowledgment they have reviewed the guidelines on the Division of

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Research website (<https://vpr.tamu.edu/initiate-research/pi-eligibility>). To this extent, the memo should include the proposed mentoring plan, distribution of responsibilities and indirect split.

Instructional Professors and Professors of the Practice: PI eligibility can be requested to respective Department Head annually and then submitted to the Senior Associated Vice President of Research and Graduate Studies. Requests should be made by Faculty prior to routing the proposal through SRS. The memo should acknowledge that they have reviewed the guidelines on the Division of Research website (<https://vpr.tamu.edu/initiate-research/pi-eligibility>).

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