

# SFI guidance on the process for changes to co-PIs of SFI-funded Research Centres

**December 2016**

## Process for Changes to co-PIs of SFI-funded Research Centres

An SFI Co-Principal Investigator (co-PI) is an independent researcher who co-holds an award from SFI under any of the following SFI programmes: Principal Investigator, Investigator Award, Partnerships or Centres award. For changes involving a PI/co-PI, the Centre Director submits a written request to SFI to consider the change.

### Change request process:

For changes involving a PI/co-PI, the Centre Director submits a written request to SFI to consider the change. The lead institution's submission will, at a minimum, contain the following information:

- I. The background for the request, providing an explanation as to why the existing PI/co-PI is stepping down;
- II. A description of the impact that his/her departure will have on the operations or research activities of the Centre, as well as any steps being undertaken to manage or mitigate this impact. This description should reference the specific projects/workpackages within the Centre which are affected and any reallocation of funding that may be required;
- III. The CV of the proposed replacement/addition (if relevant) and confirmation that the replacement/addition meets the minimum eligibility criteria<sup>1</sup>;
- IV. A description of the role and responsibilities of the proposed replacement/addition within the Centre, if different from the incumbent;
- V. A statement from the proposed replacement/addition that he/she is prepared to act as co-PI in the Centre, and will assume the responsibilities for the Centre award that are attached to that role;
- VI. A letter of support from the Vice President for Research of the PI's institution;
- VII. Any additional pertinent information.

This request should be submitted by email to the relevant Scientific Programme Manager within SFI and the programmatic email address ([centres@sfi.ie](mailto:centres@sfi.ie)). The Vice President for Research of the lead host institution of the Centre should be copied on this request.

### <sup>1</sup>Eligibility criteria for Research Centre co-PIs:

The following eligibility criteria should be considered prior to submitting a change of co-PI request:

1. The co-PI must be:
  - a. A member of the academic staff of an eligible Research Body (permanent or with a contract that covers the period of the grant), *or*
  - b. A contract researcher with a contract that covers the period of the grant, who is recognised by the Research Body as an independent investigator and will have an independent office and research space at the host Research Body for which he/she will be fully responsible for at least the duration of the SFI grant, *or*
  - c. Individuals who will be recognised by the Research Body upon receipt of the SFI grant as a member of the academic staff or as a contract researcher as defined above. The applicant does not necessarily need to be employed by the Research Body at the time of proposal submission.

2. The PI/co-PI must hold a PhD or equivalent for at least 8 years. The official date of a PhD is defined as the year that the degree was conferred, i.e., the year printed on the official PhD certificate. The number of years is determined by calendar year.
3. The PI/co-PI must be senior author on at least 10 international peer reviewed articles. Only original research publications, and not review articles, are acceptable.
4. The PI/co-PI are required to have demonstrated research independence through securing at least one independent research grant as a lead investigator or as co-investigator. Personal awards such as travel awards, career fellowships (which only include the salary of the PI and not research team costs (i.e., salary for team member(s) & consumables etc.)) do not count as independent research grants.
5. The PI/co-PI are expected to have proven prior experience, capability and authority to mentor and supervise postgraduate students and team members.
6. In all cases if the PI/co-PI is already in receipt of significant SFI research funding (e.g. Recipients of SFI PI, IvP or Investigators awards, strand leaders on CSETs, SRCs, Strategic Partnerships or Research Centres), the evaluation process will examine their commitment and work load in determining the suitability of such an arrangement. Such applicants must include strong justification for their role as PI in the Centre.