

Document Information

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SFI guidance on the Change of Co-Principal Investigators to an SFI Research Centre

1 Scope

This guidance applies to change in status to Co-Principal Investigator (Co-PI) named on a Research Centres Grant, or where an SFI Research Centre would like to add new Co-PIs to the award.

An SFI Co-Principal Investigator (Co-PI) is an independent researcher who co-holds an award from SFI under SFI's Research Centre programmes. A Co-PI is expected to have a well-defined, critical and continuing role within the Centre, to lead one or more projects (Targeted or Platform Research component of the Centre) and will hold equal accountability for the delivery of the proposed research as the other Co-PIs.

A change in status may include, but not be limited to, a change of Co-PI's affiliation with the Research Body, or any other change that may have a material effect on the Grant stewardship and/or progress relating to the research programme. Please refer to SFI's Grant General Terms and Conditions for further details relating to changes in Co-PI status.

In the event of a Co-PI departing from their role within the Research Centre, the affiliated Research Centre must notify the Foundation in writing (centres@researchireland.ie), promptly, and in any event, within thirty days. In the event of the sudden or unforeseen departure of a Co-PI, the Research Body should endeavour to inform SFI as early as possible.

The addition of a Co-PI must be approved by SFI in advance of it taking effect.

2 Eligibility Criteria

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

1. **Academic Status:** The Co-PI must be one of the following:
 - 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 the applicant will be fully responsible for at least the duration of the SFI Grant.

2. **Academic Qualifications:** The Co-PI must hold a PhD or PhD equivalent for at least 8

years¹. The official date of the PhD is defined as the year the degree was conferred, i.e., the year printed on the official PhD certificate. The number of years is determined by calendar year.

3. **Research Publications:** The Co-PI must be the senior author on at least 10 international peer-reviewed articles. Only original research publications are acceptable; review articles and book chapters do not count towards this requirement. For this programme, senior authors are defined as follows:
 - Authors that are listed as first or joint-first author, reflecting the fact that they have provided the greatest intellectual contribution, have held the primary responsibility for collecting and analysing data, and for the writing of the manuscript and associated drafts. Joint-first authorship may only be claimed where the article clearly states that two (or more) authors have provided equal and significant contributions to the work described.
 - Last authors will also be considered as a senior author, since this position generally reflects their overall responsibility for the study and suggests that a level of mentorship has been provided.
 - Senior authors may, or may not, have had financial responsibility for the research findings that are disseminated in the publication.
 - It will be noted that different publishers have differing rules on how the senior authorship is indicated (e.g., by using asterisks, underlining, placing the name first or last in the list of authors, etc.); in cases or specific fields where, for any reason, senior authorship is not evident from a contribution-based author list on a publication, applicants should briefly, but convincingly, detail the critical contributions of the author in the relevant CV section.
4. **Budget:** A Co-PI is expected to manage a portion of the Centre budget. Co-PIs can be added to existing Centre projects, as long as they will be assigned part of the budget to manage going forward. For Co-PIs being added to a Centre with industry and/or NE-NC and/or exchequer budget that is new to the Centre, the start date of the newly funded project is required to start after the submission date of the request for addition of the Co-PIs. Once this condition is met then the industry/NE-NC/exchequer funding can be counted as Centre cost-share.
5. **Current SFI Funding:** For applicants already in receipt of significant SFI research funding (e.g. recipients of SFI Frontiers for the Future awards, Strategic Partnerships or Research Centres), the evaluation process will assess their commitment and workload to determine the suitability of their role. Such applicants must justify their role as Co-PI in the Centre and explain how they will manage their time.
6. **Mentoring and Supervision:** The applicant must have the experience, capability, and

¹ For individuals who do not hold a PhD, please refer to the [SFI Policy on PhD Equivalence](#)

authority to mentor and supervise postgraduate students and team members.

7. **Research Independence:** The applicant must have demonstrated research independence by securing at least one independent research Grant as a lead investigator or co-investigator.

* SFI may consider applications for Co-PIs which do not meet one or more of the above eligibility criteria, if a strong rationale and strategic case is provided regarding the added value to the Centre, and how the addition of this individual as a Co-PI will positively impact on the delivery of the Research Centre objectives.

** Applicants currently serving as Directors of a 2012, 2013, or 2016 Phase 2 Research Centre, Co-Centre, or an ARC Hub are not eligible to apply for the Co-PI role in an additional Research Centre. Similarly, applicants who hold a Co-PI position in more than two 2012, 2013, or 2016 Phase 2 Research Centres, are ineligible to apply for a Co-PI role in a Co-Centre.

3 Request Submission Process

The following documents must be submitted via SESAME:

- 1) A completed application form
- 2) A letter of support from the proposed Co-PI Research Body, including mention of the individual's employment status that meets the eligibility criteria laid out above.
- 3) A DORA-compliant Curriculum Vitae (CV) of the proposed Co-PI, clearly showing the PhD conferral date and publications, with senior author publications highlighted.
- 4) A statement from the proposed replacement/addition that the applicant 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.

Additional pertinent information may also be provided. (Upon review SFI may seek additional information that is considered relevant and/or appropriate).

4 Affiliation of Funded Investigator SESAME Profile

The aggregated research outputs from all affiliated team members (i.e. Co-Applicants, FIs, etc.) are used to calculate the KPI results of the Centre, which are updated in January and August of each year. As such we require a statement that the proposed Co-PI grants permission for their individual SESAME profile to be affiliated to that of the Research Centre.

Upon affiliation, the Centre Admin will be able to run an automated report that extracts relevant Research Outputs that the Co-PI has entered in their SESAME profile.

The Centre Admin will not be able to view or report on any other part of the Co-PI's profile, (such as their date of birth, year of PhD, etc), nor edit any records on the Co-PI's SESAME profile (i.e. the report is a 'read only' operation).

Further information on SESAME, as well as guidelines on how to update Research Profiles, can be found on the [SFI website](#). Any personal data collected by SFI is processed and stored in accordance with all applicable data protection law, including the General Data Protection Regulation, in accordance with [SFI's privacy policy](#).