MULTIPLE PI CHECKLIST FOR NIH PROPOSALS

Revised March 14, 2017

NIH Notice Regarding Multiple PIs (NOT-OD-07-017)

Purpose: The traditional NIH research project grant consists of a single Principal Investigator (PI) working with a small group of subordinates on an independent research project. Although this model clearly continues to work well and encourages creativity and productivity, it does not always work well for multidisciplinary efforts and collaboration. Increasingly, health-related research involves teams that vary in terms of size, hierarchy, location of participants, goals, disciplines, and structure. The multiple-PI model is intended to supplement, and not replace, the traditional single PI model, and allows applicants and their institution to identify more than one PI on a single grant application. The goal is to encourage collaboration among equals when that is the most appropriate way to address a scientific problem. The NIH expects the availability of the Multiple PI option to encourage interdisciplinary and other team approaches to biomedical research.

Features of the Multiple PI Option:
- All PD/PIs share the responsibility and authority for leading and directing the project.
- All listed PD/PIs must be registered in eRA Commons with a PI role type.
- All listed PD/PIs will have access to Status on the eRA Commons
- The contact PD/PI will be responsible for communication between NIH & rest of the leadership team.
- Being named contact PD/PI does not imply any particular role within the leadership team.
- All PD/PIs will be listed on the Notice of Grant Award (NOGA).

New & Early Stage Investigator Policies
- NIH policies related to New Investigators will be applied to applications only when **ALL** PD/PIs involved are classified as New Investigators
- Ensure all PD/PIs update their eRA Commons profile accurately as the system will automatically classify PD/PIs as New Investigator, if applicable.
- For the purpose of classification as a New Investigator, serving as a PD/PI on a multiple PD/PI grant will be equivalent to serving as a PD/PI on a single PD/PI grant.

CHECKLIST for Proposal Preparation:
- **RFA/PA:** Be sure the RFA/PA instructions allow for Multiple PIs for this proposal.
- **SF 424 RR face page (Item #15):** List the Contact PI.
- **Key Persons/Project Role:** The Project Role for each of the Multiple PIs **MUST** be “PD/PI”.
- **Key Persons/Credential-Agency Login:** The eRA Commons ID **MUST** be listed for each PD/PI.
- **Research Plan/Multiple PD/PI Leadership Plan (Item #12):** The Plan should include the following:
  - A rationale for choosing a multiple PD/PI approach should be described. The governance and organizational structure of the leadership team and the research project should be described, including communication plans, process for making decisions on scientific direction, and procedures for resolving conflicts. The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the PD/PIs and other collaborators. If budget allocation is planned, the distribution of resources to specific components of the project or the individual PD/PIs must be delineated in the Leadership Plan. In the event of an award, the requested allocation may be reflected in a footnote on the NOGA.
- **SF 424 RR Budget/Project Role:** The Project Role for each Multiple PI MUST be “PD/PI”.
- **Budget Justification/Project Role:** The Project Role for each Multiple PI MUST be “PD/PI”
- **Internal Documentation:**
  - All PD/PIs must sign the EPASS and 700/740, unless the PD/PI is a Subaward.
  - If one of the Multiple PIs is from another Department, that Department Head will also have to sign off on the EPASS.
  - All PD/PIs must be eligible to serve as a PI (UCLA Policy 900: PI Eligibility), or otherwise have an approved Exception Letter on file.