Senior/Key Personnel

Individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically, these individuals have doctoral or other professional degrees, although others such as consultants and postdoctoral researchers may be considered senior/key personnel if their involvement meets this definition.

Title / Definition	Who can be added to a project in this role?	Is measurable effort required for federal research for this role?	Do you need to provide a letter of support? If so, from whom?
Principal Investigator – PI Program Director/ Principal Investigator - PD/PI The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. If allowed by the sponsor, an applicant organization may	Senior personnel at the Lead and Subaward Institution	Yes, measurable effort, which can be paid or cost shared.	Yes, an institutional letter of support or Subaward in Proposal Package (SubProp) is required if a PI at an external institution is added to a project.

designate multiple individuals as principal investigators who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PIs are named, each is responsible and accountable to the applicant organization, or as appropriate, to a collaborating organization for the proper conduct of the project or program, including the submission of all required reports. The presence of more than one PI on an application or award diminishes neither the responsibility nor the accountability of any individual PI.			
Co-Principal Investigator (Co-PI) Alternative title for a non-lead PI on a multi-PI project. This title is used by some sponsors to indicate the senior person has equal authority to the lead PI as defined above (e.g., NSF) or has more authority than a co-investigator (defined below) but not equal authority to the PI/PD (e.g., USDA.) Not all sponsors use this role. For example, NIH and CDMRP do not allow use of the co-PI role.	Senior personnel at the Lead and Subaward Institution	Yes, measurable effort, which can be paid or cost shared.	Yes, an institutional letter of support or Subaward in Proposal Package (SubProp) is required if a co-PI at an external institution is added to a project.
Co-Investigator An individual involved with the PI in the scientific development or execution of a project. The Co-Investigator may be employed by, or be affiliated with, the applicant organization or another organization participating in the project under a consortium agreement. A co-Investigator typically devotes a specified percentage of time to the project and is considered senior/key personnel. Senior/key personnel with project roles of "Other" may fall into this category. For example, "Site PI", "collaborator" (depending on role), or "Core Associate Director" may all be co-investigators.	Senior personnel at the Lead and Subaward Institution	Yes, measurable effort, which can be paid or cost shared.	Yes, an institutional letter of support or Subaward in Proposal Package (SubProp) is required if a co-I at an external institution is added to a project.

Collaborator *(Informal Title)* Collaborators always play an active role in the research, and the position is sometimes defined interchangeably with co-investigator or unpaid consultant. As a loose guideline, think of a collaborator as a scientist whose distinct expertise complements the PI, providing unique expertise to the project. Collaborators are typically listed as key personnel.	Personnel from any institution- internal or external	If the collaborator provides advice or expertise as needed, no effort is required. If the collaborator is responsible for a portion of the scope of work, effort is required for federal research projects.	➢ An institutional letter of support or Subaward in Proposal Package (SubProp) is required if the collaborator is external and committing effort. ➢ An individual letter of support is recommended if an external collaborator is providing as needed advice but no effort.
Consultant An individual who provides professional advice or services (brains and briefcase) for a fee, but normally not as an employee of the applicant. Consultants also include firms that provide professional advice or services. This role may or may not be senior/key depending on the specific project and role of the consultant. Not a UA Employee.	Individuals external to applicant organization	Usually paid via daily or hourly rate inclusive or exclusive of travel and expenses.	A letter on individual letterhead establishing rate and estimated costs (# of hours or days) is strongly recommended; many sponsors require the letter at time of proposal.
Other Significant Contributor (NIH Specific) Individuals who will contribute to the scientific development or execution of the project on an as needed basis, but are not committing any specified measurable effort (i.e., person months) to the project and are not paid. These individuals are typically presented at "zero-person months effort" or "as needed effort." Individuals with measurable effort may not be listed as Other Significant Contributors (OSCs). Consultants and collaborators should be included in this role if they meet this definition. *Personnel in this role are added to the key personnel section with a biosketch, but not included on the budget. Other Support will not be required at JIT for this role.*	Any Institution	No defined, measurable effort – not paid	A letter of support from the individual is recommended if external to applicant.

 *Note: Key personnel roles should be consistent throughout the application- e.g., in the senior/key personnel form, budget, budget justification, and technical documents.