

INVESTIGATOR FORM

Principal Investigator: _____

Proposal Number: _____

Sponsor: _____

Project Number: _____

Project Title: _____

Overview: Expectations of external sponsors require varying institutional procedures which necessitate clearly identifying individuals conducting research activities. Completion of this form provides information to SPA and the COI Office critical for ensuring that the University adheres to relevant regulations and policies.

Instructions: Submit this completed form to your [SPA Grants and Contracts Administrator](#) in anticipation of proposal submission where the source of funding will be from any of the following sponsors (directly or as flow through):

Agency for Healthcare Research and Quality (AHRQ)
Agency for Toxic Substances and Disease Registry (ATSDR)
Alliance for Lupus Research (ALR)
Alpha-1 Foundation
American Asthma Foundation (AAF)
American Cancer Society (ACS)
American Heart Association (AHA)
American Lung Association (ALA)
Arthritis Foundation (AF)
Centers for Disease Control and Prevention (CDC)
CurePSP
Department of Energy (DOE)
Department of Interior (DOI)
Food and Drug Administration (FDA)
Health Resources and Services Administration (HRSA)

Indian Health Service (IHS)
Juvenile Diabetes Research Foundation (JDRF)
Lupus Foundation of America (LFA)
National Aeronautics and Space Administration (NASA)
National Institutes of Health (NIH)
National Science Foundation (NSF)
Office of Global Affairs (OG)
Office of Public Health and Science
Office of the Assistance Secretary for Planning and Evaluation
Office of the Assistant Secretary for Health (OASH)
Office of the Assistant Secretary for Preparedness Response (ASPR)
Patient-Centered Outcomes Research Institute (PCORI)
Substance Abuse and Mental Health Services Administration (SAMHSA)
Susan G. Komen for the Cure (Komen)
United States Department of Agriculture (USDA)

INVESTIGATORS: The table below should list all Investigators named for the project, including UMSL and non-UMSL personnel. For guidance on determining Investigators, refer to page 2 of this form and the [University of Missouri System and UMSL Campus COI policies](#).

Investigator's Name (first and last)	Role on the Project	Affiliation and Job Title	EMPLID	SPA Use: OIDF Date

*List additional Investigators on a separate attached page.

Other Significant Contributors (OSCs): Individuals identified as OSCs may or may not meet the definition of Investigator. OSCs deemed to be Investigators should be listed in the table above. List all other OSCs below.

Investigator's Name (first and last)	Affiliation and Job Title	EMPLID (If Applicable)	SPA Use: OIDF Date

*List additional OSCs on a separate attached page.

By signing below, the Principal Investigator certifies that this form contains all Investigators and OSCs currently named for the project. An updated Investigator Form must be submitted to and approval received from the COI Office before any additional Investigators participate in the project.

Signature: _____

Date: _____

Principal Investigator _____

Form Prepared By: _____ Phone: _____ Email: _____

PROPOSAL SUBMISSION REQUIREMENTS

All **UMSL Investigators** must have a current Outside Interest Disclosure Form (OIDF) on file (i.e., OIDF submitted within 12 months of the submission date for this proposal) prior to proposal submission when the source of funds will be from any of the sponsors listed on page 1 of this form.

For **non-UMSL Investigators**, contact your [SPA Grants and Contracts Administrator](#) to identify required disclosures or certifications.

PROPOSALS WILL NOT BE SUBMITTED UNTIL IT IS CONFIRMED THAT ALL UMSL INVESTIGATORS HAVE A CURRENT OIDF ON FILE AND THAT REQUIRED CERTIFICATIONS ARE RECEIVED FOR NON-UMSL INVESTIGATORS.

GUIDANCE FOR DETERMINING INVESTIGATORS

Principal Investigators (PIs) are responsible for identifying who on their projects meets the definition of an Investigator.

Who is considered an Investigator? UMSL utilizes the term "Investigator" to determine personnel required to comply with certain regulatory requirements, such as the rules governing conflict of interest. UMSL has concluded that the following definition should be used when determining who is an "Investigator" on a research grant proposal or project:

- *Investigator* means the project director/principal investigator (PI/PD) and any other person, regardless of title or position, who is **responsible for the design, conduct, or reporting of research**, which may include, for example, collaborators or consultants.

The term "Investigator" includes, at a minimum, the following:

- All Key Personnel¹. For PHS proposals, this is all individuals identified in the "Research & Related Key/ Senior Personnel" section of the proposal application, except those individuals identified as "Other Significant Contributor" (OSC). Individuals identified as OSCs may or may not meet the definition of Investigator.

Some federal agencies have provided additional guidance to assist in making this determination.

The Public Health Service (PHS) gives the following interpretation:

"...we note that the definition refers to the **function** of the individual on the PHS-funded project, i.e. his/her responsibility for the design, conduct, or reporting of the PHS-funded research, **and not to his/her title or the amount or source of remuneration.**"

The National Institutes of Health (NIH) provided the following FAQ to assist in identifying those personnel within the definition of "Investigator":

Question: *Who is considered an "Investigator" for this purpose? Is it only the Principal Investigator?*

Answer: No. "Investigator" means the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS (e.g., NIH), or proposed for such funding, which may include, for example, collaborators or consultants. Institutions should **consider the role, rather than the title, of those involved in research and the degree of independence with which those individuals work**. When the definition of investigator is limited to titles or designations (e.g., to principal investigators, key personnel, faculty) the risk that an unidentified FCOI may compromise the research enterprise increases.

RESPONSIBILITIES OF INVESTIGATORS

Once identified as an Investigator, those individuals will be required to comply with all applicable training and/or reporting procedures as defined by the sponsor's COI policy. The COI Office will contact all Investigators to inform them of the relevant responsibilities. When including Investigators from outside UMSL, the COI Office will work with the PI and the outside Investigators to address any reporting requirements necessary.