Overview:

Describes how to add the Proposal’s Principal Investigator information.

Note: Principal Investigator must be a CSU Employee located in the Person Table. Co-Is and Key Persons can be non-employees (system-to-system only).

Procedure:

The Key Personnel panel contains the Personnel subpanel where the Principal Investigator, Co-Investigators, and Key Personnel are specified. These individuals contribute in a substantive way to the scientific development or execution of the project, whether or not they receive compensation from the grant supporting the project.

Only one individual may be designated as the PI. In the case of a multiple PI project, only one individual can be assigned a role of PI/Contact. Multi-PI option is used only for specific PHS sponsors, most frequently NIH.

Add people to your proposal in one of two ways:
- **Person Table:** Click the Employee radio button to search for CSU faculty and staff.
- **Address Book:** Click the Non Employee radio button to search for all known investigators who are not CSU faculty and staff (system-to-system (S2S) only).

Note: Adding non-employees is used only for S2S proposal submissions. If a person needs to be added to the Address Book, Contact OSP Claudia.amos@colostate.edu or rs_kc_help@mail.colostate.edu.

To Add a Principal Investigator (PI) to your proposal:

1. Click the Key Personnel  Personnel subpanel on the Navigation panel.

   Key Personnel screen will open.

2. Click the Add Personnel button. An Add Personnel window will open.

   Figure 1 Key Personnel Panel
3. In the Add Personnel window, in the Search for section, select the Employee radio button.

![Add Personnel search](image)

**Figure 2 Add Personnel search**

4. Enter the search criteria for the PI and click the continue button.

![Return Search for Personnel](image)

**Figure 3 Return Search for Personnel**

Select the PI from the search results by clicking the radio button next to the Full Name and click the continue button.

5. In the Assign a role window, select the radio button next to the role that to assign, for example, select the Principal Investigator and then click the Add Person button.

![Assigning a Role](image)

**Figure 4 Assigning a Role**

**NOTE:** CSU Key Personnel, regardless of role, are required to complete the Proposal Person Certification located in this section. The certification questions can be answered at any time after the key person has been added in this section. If not completed before the proposal starts routing, the questions must be answered when the key person is approving the proposal.
The selected individual is added to the Key Personnel screen with seven tabs across the top (Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details and Proposal Person Certification) that displays additional information about the individual.

**Note:** Click the ▶ next to the Person’s name to display the Person Details information.

6. Click the **Save** button.

To remove Personnel, click the ▶ located in the name header of the individuals.