

Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
Office of Sponsored Programs

Policy

TITLE: HPHC/I Principal Investigator Requirements

PURPOSE: To Inform the research community of the requirements for principal investigators.

PERSONS AFFECTED:

This policy applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

POLICY:

Every sponsored program at HPHC/I must have a local Principal Investigator who is an employee of the Harvard Pilgrim Institute or a professional staff member of a Harvard Pilgrim department or the Harvard Pilgrim Foundation. An HPHCI PI must hold an HMS appointment at the rank of Instructor, or above. HPHCI staff with the role of Research Scientist may seek independent funding to lead projects or collaborate on external research projects for up to 10% of his/her effort; additional independent funding is subject to approval of supervisor and Group Director.

Qualifications of HPHC professional staff to serve as PI are subject to review by the Director of Research and the Director of OSP. Exceptions to allow other investigators in addition to those listed to lead a sponsored program at Harvard Pilgrim may be made on a case by case basis by the DPM Chair, Director of Research, and Director of OSP.

Covered activities include: (1) all sponsored or non-sponsored research programs conducted by investigators affiliated with HPHC, involving contact with HPHC members, providers, or staff, or using data derived from HPHC information systems; (2) all sponsored teaching programs conducted by faculty affiliated with HPHCI; and (3) all sponsored service programs.

Investigators not affiliated with HPHC or HPHCI must collaborate with an HPHC or HPHCI investigator in order to work with Harvard Pilgrim members, records or staff. The HPHC/HPHCI collaborator will be listed as the internal PI on the Harvard Pilgrim Sponsored Program Application. The internal PI must have substantive involvement in the conduct of the sponsored program and be responsible for all duties of a PI within Harvard Pilgrim.

DEFINITIONS:

Principal Investigator: An individual designated by the grantee to direct the project or activity supported by the grant. He or she is responsible and accountable to the grantee and NIH for the proper conduct of the project or activity.

Department OSP	Title: HPHC/I Principal Investigator Requirements
Effective Date: 3/15/2021	Owner: Director, OSP
Reviewed By/On: 3/1/2021	
Replaces P/P Dated:	
Related Documents:	
Approved By: Director, Office of Sponsored Programs	