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PI, CO-PI AND PI DESIGNATE/ EMERGENCY CONTACT

1. Policy statements

The reputation of NUS depends on the integrity of the faculty performing the research.

PIs must act in accordance with the NAELAR Guidelines. They are responsible for the conduct of all personnel, students, visitors etc. working on their protocol, and must ensure that all have read and understood the protocol, are appropriately trained and supervised, and follow the protocol meticulously.

The intent of this policy is to ensure that the responsibilities and authorities vested in the role of Principal Investigator (PI), Co-Principal Investigator (Co-PI) and PI Designate/ Emergency Contact Person of a protocol are reserved for appropriately qualified and trained personnel.

2 Definitions

Principal Investigator (PI)	A person who proposes and/or has IACUC approval to conduct a protocol involving the use of animals, and has overall responsibility of a protocol.
Co-PI	1. A key personnel listed in the grant supporting the protocol and/or providing significant oversight on the research activities pertaining to this protocol, <u>or</u> , 2. Co-PI for iORC protocols can also be a personnel whom the PI has given the authority to handle online administrative matters relating to the protocol. This personnel can be someone who is not listed in the grant.
PI Designate/ Emergency contact	1. A person the PI has nominated and authorized to provide oversight and make decisions on the day-to-day running of the protocol. The PI still has ultimate responsibility for the protocol <u>and/or</u> 2. A person the PI has nominated and authorized to make decisions on non-compliance and animal welfare issues.
Director (Research Institute)	The director of a research institute responsible for animal facilities within the institute.

3 Scope

This policy applies to all NUS protocols reviewed and approved by NUS IACUC.

4 Guidelines

PI is an individual bearing the primary responsibility for a project that includes, but is not limited to, the design and implementation of scientific studies or teaching involving animals.

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4.1 NUS PIs for IACUC protocols

4.1.1 Full-time members of the faculty, including Comparative Medicine for the purposes of this policy, will be eligible as PI for an animal care and use protocol. This will include the following designations:

1. University Professor
2. Emeritus Professor
3. Professor
4. Research Professor
5. Associate Professor
6. Assistant Professor
7. Senior Lecturer
8. Lecturer
9. Comparative Medicine Veterinarians

4.1.2 In addition to full-time faculty, IACUC will consider individuals who meet all the following criteria to be eligible as PI for an animal care and use protocol (based on general grant application requirement):

1. Holder of an appropriate research grant or funds to carry out the intended animal work
2. Holder of a primary appointment and is salaried by NUS; and
3. Have a laboratory or research program to carry out research in NUS

4.2 Non-NUS PIs for IACUC protocols

4.2.1 IACUC will consider individuals who do not hold an appointment in NUS or salaried by NUS to be eligible as PI for an animal care and use protocol if:

1. they have a collaborator at NUS who will take responsibility for the work, or
2. the director of the research institute hosting the facilities approves the PI and its project.

4.2.2 In addition to the criteria listed in 4.2.1, non-NUS PIs must be:

1. full time members of the faculty of an academic institution (see section 4.1.1); or
2. individuals who meet all the following criteria:
 - a. Holder of an appropriate research grant or had the funding to carry out the intended animal work; and
 - b. Have a laboratory or research program to carry out research.

4.2.3 All external PI protocols must be reviewed and approved by NUS IACUC and fulfil all regulatory and NUS requirements such as ORMC approval.

4.3 Co-PI

4.3.1 Co-PI must be named by PI and nomination of a Co-PI is optional for protocol application.

4.3.2 Co-PI must obtain RCULA/RCUF training and enrol in NUS OH programme.

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4.4 PI Designate/Emergency contact

- 4.4.1 The PI **must** name a person to be PI Designate/Emergency contact for the protocol.
- 4.4.2 The PI Designate/Emergency Contact is a person authorized by the PI to:
1. provide oversight and make decisions on the day-to day running of the protocol. The PI still has the ultimate responsibility for the protocol, **and/or,**
 2. make decision on non-compliance and animal welfare issues.
- 4.4.3 The PI Designate/Emergency Contact should ideally be a staff member or at least a graduate student working on the project who is able to make a decision during an emergency. If the PI Designate/Emergency Contact is unable to make a decision, the Attending Veterinarian (AV) will exercise the authority bestowed by IACUC to make a decision.
- 4.4.4 The PI Designate/Emergency Contact must obtain RCULA/RCUF training and enrol in NUS OH programme.

5. References

1. [Guide for the Care and Use of Laboratory Animals. National Research Council, 2011.](#)
2. [Guidelines on the Care and Use of Animals for Scientific Purposes. National Advisory Committee for Laboratory Animal Research. 2022](#)
3. <https://olaw.nih.gov/guidance/significant-changes.htm>

6 Related documents/SOPs

1. [P102 Authority of Attending Veterinarian](#)

Revision	Author	IACUC approval date
Created	Dr Foo Tet Wei, John	14 August 2013
P202.01. Revisions to include definition of Co-PI and contact Person. Changes are reviewed and recommended for IACUC approval by MC.	Dr Chew Li Li	16 January 2015
P202.02. Revisions to:	Dr Chew Li Li	24 October 2019
<ol style="list-style-type: none"> 1. replace Contact Person with PI Designate/ Emergency Contact 2. provide more details on Co-PI role 3. update policy format. 		
P202.03. Reviewed to:	Dr Chew Li Li	3 January 2023
<ol style="list-style-type: none"> 1. ensure policies are in compliance with the NAELAR Guidelines 2022 and the updated Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules 2004; and 2. up-to-date with current practices 	IACUC	
Change made:		
<ol style="list-style-type: none"> 1. added "PIs must act in accordance with the NAELAR Guidelines.....are appropriately trained and supervised, and follow the protocol meticulously." to section 1. 2. under section 5, updated to "Guidelines on the Care and Use of Animals for Scientific Purposes. National Advisory Committee for Laboratory Animal Research. 2022" 		
P202.04. Revisions to allow non-NUS personnel to be PI of NUS IACUC protocol.	Dr Lois Zitzow Dr Chew Li Li	15 April 2024