



# Committee on Research and Publications

## CRP Standard Operating Guidelines and Procedures

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Full-time faculty, lab instructors, and librarians are eligible to apply for internal grants, although a grant may be held only during the period in which the successful applicant is employed by Mount Saint Vincent University. A team of faculty members, lab instructors, and/or librarians may apply for an internal grant.

A Nominated Principal Investigator (NPI) shall be named to determine the principal grant holder.

A part-time or adjunct faculty member, lab instructor, or librarian, or a post-doctoral scholar may be named as a collaborator or co-Investigator on a grant whose principal investigator is a full-time faculty member or librarian, but may not be a NPA or PI. The NPI:

- is responsible for the direction of the project and the coordination of proposed research activities, in conjunction with the co-PI (if applicable);
- completes and submits the NOI and full application, through the research administrator at their institution;
- assumes administrative and financial responsibility for the grant; and
- receives all related correspondence from the agencies.

The NPI must be considered an independent researcher at their primary affiliation. A **primary affiliation** is defined as the primary organization at which an individual is employed, appointed or conducts research. ([Tri-Agency Exploration Competition Definition](#))

\*Please refer to the specific requirements and definitions of the funding agency to which you are applying.