

**PRINCIPAL INVESTIGATOR RESPONSIBILITIES FOR the Nonwovens Institute
INDUSTRY-FUNDED CORE, ENHANCEMENT PROJECT, or
Core Project Federally-funded under NSF IUCRC grant
NCSU File # _____(PINS or SPS)**

As a Principal Investigator (“PI”) for a research project entitled _____,

I acknowledge the below responsibilities and agree to the following:

1. **Project Management.** PI is responsible for the overall preparation, administration, as well as the technical and fiscal management of the project. These obligations include, but are not limited to, the management of the project within funding limitations, adherence to reporting requirements, and ensuring that *the Nonwovens Institute (“NWI”)* is notified regarding a change in project status or significant conditions that may affect the project. While day-to-day operations of the project may be delegated to faculty, staff, students, or post-doctoral scholars under the direction of the PI (collectively “research personnel”), the PI is ultimately responsible and accountable for compliance with federal, state and local laws, applicable institutional policies, and *NWI* requirements.
2. **Research Integrity.** PIs and their research personnel are expected to follow all institutional policies and procedures that govern research conduct, including those related to the responsible conduct of research and research ethics. PIs are expected to adhere to the highest ethical standards for all research and scholarly work. It is the responsibility of every PI to maintain the integrity of research projects by keeping accurate, permanent, and auditable records of all experimental protocols, data, and findings, and to charge other contributors with the same standards. The PI bears ultimate responsibility for all activities associated with the conduct of a research project, including compliance with ethical principles.
3. **Reporting Requirements.** PIs must comply with *NWI* requirements for reporting research results, which include providing 2 report(s) per year. Details for such requirements are posted and updated regularly at: <https://thenonwovensinstitute.com/research/faculty-and-principal-investigators/research-review-meetings/>. Failure to comply with the reporting requirements will result in the termination of the project.
4. **Project Term.** Projects must be completed within 24 months for Masters student projects, or 36 months for PhD student projects.
5. **Funding.**
 - a. **No Commingling.** Funding for the research must not be co-mingled with other funds received from State or Federal sources, or funds received from other industry sponsors. The commingling of funds can result in conflicting obligations to funding sources and may cause the institution to breach the *NWI* governing documents (*NWI* Bylaws) and contract terms with sponsors, which can result in liability and/or disbarment from future funding for the PI and the institution.
 - b. **Project Funding.** The project’s funding is only guaranteed for the project’s first year. Continued funding is dependent on the availability of funds and demonstration of sufficient progress. Projects are subject to termination for lack of progress or lack of communication with project industrial advisors about the project’s progress.
6. **Confidentiality.** The PI is responsible for ensuring that all research personnel are aware of and comply with the confidentiality provisions as set forth in the Governing Documents.

7. **Conflicts of Interest.** PIs must avoid or minimize real or apparent conflicts of interest, including financial conflicts of interest and conflicts of commitment. PIs must ensure that there is no reasonable expectation that the design, conduct, and reporting of the research will be biased by any financial or personal interest of a PI responsible for the research. PIs are responsible for ensuring that any potential conflict related to the PI, or of their research personnel, is reported and managed as required by institutional policy, e.g., including the reporting of any pre-existing intellectual property related to their research project to **NWI**. The PI and their research personnel, cannot serve on a board or executive position, own equity in, act as a principal of, or serve as a consultant to a company that can derive a benefit from, the PI's research project. Failing to report conflicts of interest, or involvement in any of these prohibited activities will result in the project's termination.

8. **Intellectual Property.** The Governing Documents provide the **NWI** policy and procedures for the ownership, administration, management, and licensing of intellectual property made or conceived in the performance of Core Research. Pursuant to these Governing Documents, **NWI** must promptly disclose any intellectual property resulting from Research to the **NWI** members. Therefore, if a PI believes they have come up with a patentable idea, they need to disclose this to "their respective" universities. If the PI is at NC State, they must promptly complete and submit Invention Disclosures describing all intellectual property created from the research to NC State University's Office of Technology Commercialization and New Ventures (OTCNV). If the PI is not at NC State, they must let their university know of the agreement with NC State and the Governing Documents, submit Invention Disclosures with their university, and the partner university should then inform NC State of the Invention Disclosure. In all cases, the PI must immediately notify **NWI** about any intellectual property resulting from **NWI** research programs. **NWI** will then inform members of the disclosure. If a member is interested in licensing the technology, they negotiate with the university processing the disclosure, i.e., either NC State, or the partner university. For the special case where an NC State PI is a co-inventor together with a PI from a partnering university, the two universities will be engaged to agree that one of them will take on the role of leading discussions.

9. **Publications.** Publication of research results in scientific journals is encouraged. However, in order to prevent untimely publication of patentable research, **all proposed publications must be submitted to NWI prior to publication and disclosure for a preliminary review by Industry Advisory Board (IAB).** Submissions will be posted on NWI's internal website for its members notification and review. "Publication" means any written, oral, or other public divulgence of research results, including the public use or sale of an invention based on the research results, to the extent that any such event could bar the availability of patent protection in foreign jurisdictions or trigger the one-year grace period in the U.S. within which a U.S. patent application must be filed.

10. **External Collaborators.** No external contractors, consultants or collaborators may be brought into the project without working with NC State's SPARCS or ORIED to put in place a subcontract or collaboration agreement.

I have read the *NWI* Governing Documents and the above responsibilities and understand that I am responsible for complying with the terms and conditions of these documents, in addition to all other policies, regulations and guidelines on the conduct of research at NC State University. I understand that my failure to comply with these terms and conditions may result in the termination of my research project, and may prevent me from receiving future NWI funds.

SIGNED:

_____ Date: _____

Printed Name: