



PI Eligibility Form

Principal Investigator Responsibilities

- Executing the funded project
- Managing project expenditures in compliance with sponsor requirements and University policy
- Preparing and submitting timely progress and final reports, and providing oversight of project personnel

Principal Investigator Eligibility

In certain instances, it may be appropriate for individuals who are not automatically eligible to be PI or Co-PI to seek PI or Co-PI status. Considerations for PI eligibility include the academic and experiential qualifications necessary to compete for and manage the proposed project, and a duration of appointment that allows the institution to meet sponsor obligations.

Instructions

- This form must be completed and submitted by the Applicant
- Applicant will email the request to their Department Chair and subsequently the Vice Provost for Research (VPR). When emailing the VPR, include a copy of the Applicant's CV and cc the Associate VPR and Director of the Office of Sponsored Programs
- The Department Chair and VPR will review the request and may require additional information beyond what is included in this form in order to make their final decision

PI or Co-PI status is granted on a **per proposal basis**. Application for PI or Co-PI status is required for all externally sponsored proposals, regardless of proposal type.

Applicant Information

Name: _____ Department: _____

Title: _____ Applicant Email: _____

Experience and scholarly qualifications

Please also submit a copy of Applicant's CV with this Request

Proposal Information

Title of proposal

Proposal Information cont.

Proposal abstract or brief summary

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Sponsor: _____ Estimated Amount
to be Requested: _____

Project Period: _____ Proposal Due Date: _____

Applicant Signature

Date

The approval of the Department Chair assures that the Applicant has the necessary experience, training (animals, human subjects, hazardous agents, etc.) and independence to compete for his/her own sponsored program and to administer the project or protocol, and also guarantees the necessary laboratory space or other resources and support are available.

Chair Signature

Date

The Vice Provost for Research has reviewed this Request for PI Eligibility and:

☐ Approves the request

☐ Does not approve the request

If does not approve, reason

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Vice Provost for Research Signature

Approval Date