

PRINCIPAL INVESTIGATOR EXCEPTION REQUEST FORM

This form is to be initiated by members of the Villanova community who desire Principal Investigator or Co-Principal Investigator status but do not qualify for automatic PI/Co-PI status according to the University's policy: Principal Investigator Status on Sponsored Projects.

Approval will be based on:

- the requestor's demonstrated expertise and record of scholarship relative to the work proposed
- indication that the proposer will be able to commit an appropriate level of time toward the management and execution of a sponsored project over the project's entire duration
- the requestor is eligible to serve as PI according to the sponsor solicitation
- indication that the requestor will have access to the facilities, resources, space, etc. required to manage and execute a sponsored project, and
- assurance that the nature of proposals submitted for external support is consistent with the goals and/or objectives of the home department/center, the College, and the University.

A new form is required for each instance in which the Individual is requesting Principal Investigator or Co-Principal Investigator status.

Requestor Name:

Requestor title/position:

Proposal Title:

Sponsor:

Solicitation link:

Proposal Deadline:

Cayuse Proposal number if available:

Proposed budget (estimated):

Project start and end dates:

Along with this form, the requestor must attach a short narrative that describes the project and demonstrates eligibility based on the bulleted information above.

Approvals/Certification

	As requestor, I certify the information provided is accurate. I understand that being granted Principal Investigator and/or Co-Principal Investigator status does not obligate the University to extend or increase my employment or compensation. I further certify my commitment to the project and commitment to compliance with sponsor and university research policies.
	As Department Chair, I confirm that the requestor is qualified to perform the proposed activity as PI/Co-PI and can commit the time required for this project. The requestor will have access to facilities, resources, and space necessary to execute this sponsored project if funded. My approval in Cayuse will confirm my support of all other elements of the proposed project.
	As College Dean/Dean Designee, I support this proposed activity and confirm that the requestor possesses the qualifications to lead the activity as PI/Co-PI. My approval in Cayuse will confirm my support of all other elements of the proposed project.
	Vice Provost for Research