

**Attachment 1 to Section 480-5: Eligibility to Serve as Principal Investigator**

**TEMPLATE TO REQUEST AN EXCEPTION TO PI POLICY**

Please include the following information in your request letter. The letter should be provided to your Contract and Grant Officer, who will obtain the required approval from the Vice Chancellor for Research or Associate Vice Chancellor for Research. Please note that any approved exceptions under Policy 480-5 will apply to all future proposals and awards, unless revoked by the Department Chair, Dean or Director.

In the Subject Line: the name of the individual requesting PI status

Proposed PI's relationship to the department:

Title of the project:

Name of the sponsoring agency:

Brief description of the proposed activity:

The department's compelling reason for the request:

Statement that space and facilities will be arranged without detriment to the regular instructional or research responsibilities of the department:

Assessment of the proposed PIs ability to carry out the administrative responsibilities incumbent upon Principal Investigators:

Signatures:

Department Chair

Dean or Director