

Request for Principal Investigator Status

Principal Investigator Eligibility

Principal Investigators and Co-Principal Investigators (PI) and Project Directors/Co-project Directors (PD) have primary Institutional responsibility for providing scientific/technical/scholarly leadership and administrative and financial management of sponsored projects. Graduate students, postdoctoral scholars, and visiting faculty generally do not serve as PIs/PDs.

Who can serve as a PI/PD on an Externally-Funded Sponsored Program

- **Regular Faculty** (tenure/tenure track, research, special professional, and library)
- **Staff** may serve as a PD for projects of a clearly administrative nature.
- **Postdoctoral Scholars** may serve as a PI when it is a sponsor requirement (e.g. postdoctoral fellowship) or with approval as outlined in the policy for Postdoctoral Scholars.
- **Graduate Students** may be listed as Co-PIs on graduate fellowship applications under the direction of a regular faculty PI.
- **Incoming regular faculty/staff/postdocs** may serve as PI/PD consistent with the above, and with confirmation of an accepted offer and Notre Dame NetID/email address.

Criteria for Approval for Principal Investigator Eligibility

In certain instances, it may be appropriate for individuals who are not members of the Regular Faculty, and not outlined above, to serve as PIs or PDs. Considerations for PI/PD 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.

Complete the Form to Request an Approval for Principal Investigator Eligibility

Applicant:

Department:

Position: (Please include a CV with all requests)

Visiting Faculty Term:

Postdoctoral Scholar

Staff Title:

Other Describe:

Request:

Blanket

Project Specific Name:

Type of Project:

Research

Other Describe:

Supporting Justification for Request:

Will Graduate Students be involved:

Yes No

If yes, who will oversee the students' activities to assure they are progressing towards graduation?

Has space been allocated for the project?

Yes No N/A

If no, how will space be addressed?

Please obtain signatures or attach email indicating approval. (Faculty advisor, Lead PI, etc.)

Requester: _____ **Date:** _____

Dept. Chair/Center Director: _____ **Date:** _____

Dean/VP: _____ **Date:** _____

NDR Approval: _____ **Date:** _____

For NDRA Use Only:

If PI/PD status is approved, and individual is not yet in the Cayuse system, Preaward please provide the following to RBI:

Name:

Email:

Academic Unit: (affiliation should always be an academic unit unless individual does not have an academic affiliation)

Org Code:

Office Location:

Campus Phone: