

## PI waiver request process

**Updated: 1/11/2024**

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on externally funded sponsored projects is defined by UVA Policy RES-011: "Investigator Eligibility Requirements and Responsibilities Related to Sponsored Programs." The UVA policy is located in the UVA Policy Directory here: <https://uvapolicy.virginia.edu/policy/RES-011> and it establishes the institutional eligibility requirements for sponsored programs.

Only elected members of the faculty are eligible to submit sponsored program proposals. Elected members of the faculty include:

- Professors
- Associate Professors
- Assistant Professors
- Acting Assistant Professors
- Emeritus Faculty

Per UVA Policy, "Pre-doctoral students and post-doctoral trainees (i.e., research associates and fellows) may, when required by the sponsor or program guidelines, serve as PI on sponsored program proposals for mentored fellowships. The elected member of the faculty serving as the mentor will be the named PI in the University's financial system and is responsible to the University for the technical and fiscal oversight of the project."

Other exceptions to the PI eligibility requirement must be approved by the Executive Director, Office of Sponsored Programs.

**A&S PI waiver request process**

- Staff who do not meet the eligibility criteria listed above should reach out to their pre-award research administrator upon consideration of a proposal submission.
- The pre-award research administrator will work with the potential PI to draft a PI exception letter which covers the following information (example letter here):
  - Address the specific need for making the exception
  - Include the RFP number and title of the proposal
  - Explain how allowing the person to serve as a PI will further the University mission, institutional priorities, and career development of the individual.
  - Document the individual's relationship with the University, their appointment, any space commitments, administrative support commitments.
  - Specify the requested length of time for the individual to serve as a PI (e.g., one-time request for a specific proposal or a set duration) which may not exceed the duration of the individual's appointment.
  - The PI waiver request letter should include space for the Department Chair approval signature and the Associate Dean for Research
  - Make a request for a specific proposal or a discrete period of time.

- Once the waiver letter is complete, the pre-award administrator should reach out to the Department Chair to solicit their signature
- Once the Department Chair signs off on the letter, the pre-award administrator should send the letter and the PI's biosketch or CV to the Senior Director of Research Administration and Development. It is recommended that the PI waiver request is submitted at least 10 business days before the sponsor deadline.
- The Senior Director of Research Administration with solicit the signature from the Associate Dean for Research, and utilizing the auxiliary review function in Huron, solicit ultimate approval from the Executive Director, Office of Sponsored Projects

## Template – PI waiver request

Department or A&S Letterhead

Date

Mr. Stewart P. Craig  
Executive Director  
Office of Sponsored Programs

Dear Mr. Craig,

This letter is to request PI Name, PI title from Workday, be granted an exception to serve as principal investigator (PI) on proposal RFP Number, Proposal Submission Title or a specific period of time.

Explanation of PI's research work and how their work aligns with UVA's research mission, departmental priorities, and/or career development of the individual.

Explanation of space commitments if relevant to proposal/research work. PI Name has the full administrative support of the name of department department.

PI Name's CV/biosketch is attached for your consideration.

Please let me know if I can provide additional information.

All the best,

Department Chair Name

Department

Associate Dean for Research Name

Associate Dean for Research, College and Graduate School of Arts and Sciences