

**Washington University School of Engineering & Applied Science
Principal Investigator (PI) and Co-PI Eligibility**

INTERNAL USE ONLY

Updated: 02/21/2022

This table serves as a *general guide* to which programs investigators may apply:

<u>Funding Opportunity</u>	<u>Title required at time of award</u>	
	Tenure and Tenure-Track Faculty	Research Faculty, Instructors, Trainees
Research Grant – Federal	Professor Associate Professor Assistant Professor	Research Professor Research Associate Professor Research Assistant Professor Senior Professor Professor Emeritus
Research Grant – Non-federal	Professor Associate Professor Assistant Professor	Research Professor Research Associate Professor Research Assistant Professor Senior Professor Professor Emeritus Postdoctoral Research Associate
Educational/Curriculum Development/Training Grant – Federal	Professor Associate Professor Assistant Professor	Teaching faculty at all levels*
Fellowship – Pre-doctoral		Graduate Research Assistant Graduate Fellow
Fellowship – Postdoctoral		Postdoctoral Research Scholar
Research Career Award – Federal or Non-federal	Professor Associate Professor Assistant Professor	Research Professor Research Associate Professor Research Assistant Professor
Other Sponsored Activity	Professor Associate Professor Assistant Professor	

**May serve as senior/key personnel on an education-related grant, Co-PI on a WU-led education grant, or PI on a modest (in terms of effort and budget) education-related grant. Teaching faculty at ranks of Senior Lecturer and Teaching Professor can be a PI on education-related grants or WU lead as Co-PI on multi-institutional education-related grants at another institution. In all cases, the extent of such engagement shall be negotiated with the Department Chair.*

If your title is NOT listed above (e.g., Professor of Practice, Research Scientist, Research Associate, etc.), the form below must be submitted to the Dean in order to request a formal exception to these eligibility guidelines. Exceptions are reviewed for approval on a case-by-case and per proposal basis. Any exception granted is only for the specific proposal listed on the request form. Exception requests with a tenure or tenure-track faculty member listed as a PI or Co-PI on the proposal will be given preferred consideration. The Co-PI may be unfunded but assumes responsibility for the research conduct of the PI. The exception request must state that the Department Chair agrees to take ultimate responsibility for the funding and to work to provide adequate space for the project.

Exception requests should be made as far in advance of the deadline-date as possible.

PI/Co-PI Eligibility - Exception Request form

Name: _____ **Current WU title:** _____

WU department: _____

Exception Request to serve as (check one): **PI** **Co-PI**

Will your WU title be the same at the time of award?

If no, why?

New Title: _____

Effective Date: _____

Proposal Information:

Agency: _____ **Funding opportunity:** _____

Deadline: _____ **Project dates:** _____

Total budget amount: _____

Please answer either a) or b)

a) Reason(s) why you need PI/Co-PI status for this proposal:

b) Reason(s) why the following people need to be PI/co-PI for this proposal:

Name: _____ WU Title: _____ Significance to proposal: _____

Name: _____ WU Title: _____ Significance to proposal: _____

Reason(s) for policy exception:

How will you be funded until this award is received?

Signature of requestor: _____ Date: _____

Signatures of PI/co-PI(s) requested (if applicable): _____ Date: _____

Signature of department chair: _____ Date: _____

The person requesting exception must follow all WU Research Policies & Guidelines. Chair approval is accepting responsibility to ensure these policies and guidelines are followed: <https://wustl.edu/about/compliance-policies/intellectual-property-research-policies/#research>. The Department Chair agrees to take ultimate responsibility for the funding and to provide adequate space for the project.

PI/Co-PI Eligibility - Exception Response form

Thank you for request. It has been reviewed and the following response is:

Approved

Denied

Dean approval:

Date:

Comments:

Original request:

Name:

Current WU title:

WU department:

Exception Request to serve as (check one):

PI

Co-PI

Agency:

Funding opportunity

Deadline:

Project dates:

Budget details:

Please provide this form to your departmental grant administrator, as it is required for submission.