

A. Sample Principal Investigator Request Letter

PROVOST AND SENIOR VICE PRESIDENT _____

I am writing to request exceptional Principal Investigator status, as outlined in Contract and Grant Manual Chapter 1-530.c., for _____ [Name] _____. The Principal Investigator status for _____ [Name] _____ will be for his/her work in managing a _____ [contract/grant] _____ received from the _____ [Sponsor Name] _____ for _____ [purpose of agreement] _____.

_____ [Name] _____ is well-qualified to serve as Principal Investigator given his/her current responsibilities and his/her professional background and experience...