

**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...