

Request to Serve as Principal Investigator By Exception

Per RPAC Contracts & Grants Manual [Chapter 1-530](#), the following individuals automatically qualify to serve as Principal Investigator for a research, training or public service project:

- (a) Members of the Academic Senate, including emeriti;
- (b) Appointees in the Agronomist series, including emeriti; and
- (c) Appointees at 50 percent or more of full time in the Adjunct Professor series; Health Sciences Clinical Professor series; Professional Research series; and/or Specialists in Cooperative Extension series

All other University employees seeking to serve as a Principal Investigator must complete the following form and receive the requisite approvals:

Name of Person Seeking PI Status:

OP Unit:

OP Department:

Email:

In accordance with section [1-530.c](#) of the UC Contract & Grant Manual, I seek:

(check and complete one option below)

☐ **Exceptional PI Status for a specific Contract or Grant.**

Sponsor Name:

Project Title:

Project Start and End Date:

Enter below a Summarized Scope of Work to be performed at UCOP (2000 characters max):

☐ **Blanket Exceptional PI Status for Multiple Projects.**

UCOP Program Name or Unit:

Brief Description of UCOP Program or activities of unit (1000 characters max):

My qualifications to serve as PI or Co-PI are as follows: (enter narrative below and/or attach résumé)

I understand that I am responsible for all duties described in Section [10-300](#) (specifically Subsection 10-330) of the Contract Grants Manual, including:

- The integrity and management of the sponsored project;
- The financial management of project funds (see C&G Manual Section [6-400](#), Subsection 6-440);
- Adherence to all internal University policies; and
- Adherence to externally imposed sponsor terms and conditions including reporting and record keeping and other requirements contained in the award document.

Signature of Person Seeking PI Status: _____

Department/Unit Head to enter compelling reason for the request and an assessment of the proposed PI's ability to carry out the administrative and programmatic responsibilities incumbent upon Principal Investigators:

Request Endorsed by Unit Head:

Signature: _____

Name:

Title:

Date:

Request Endorsed by Department Head:

Signature: _____

Name:

Title:

Date:

☐ Approved

☐ Declined

Comments:

Signature: _____

Date:

Michael Brown

Provost & Executive Vice President for Academic Affairs