

Principal Investigator Status Request Form

Section 1: Instructions

This request form allows for the recommendation and approval of Principal Investigator (PI) status. All PI status requests must include a current copy of the candidate's CV.

Submit your completed request and a current copy of the candidate's CV to the Office of Sponsored Programs: pistatusOSP@vt.edu.

Select one of the following:

Current employees

Salaried employees not automatically granted PI eligibility. (Refer to OSP's [PI Eligibility chart](#))

Faculty on P-14 appointments. ([Human Resources information on P-14 employees.](#))

Non-paid affiliate

Emeritus faculty

Faculty separating from the university under certain circumstances.

Note: If you need to request a non-paid affiliate status for an individual, please use the P-86 form on the [Department of Human Resources website](#). This form does NOT have to be sent to OSP.

Section 3: Candidate Information

Name of candidate for PI status

University ID number

Candidate's email address

Current official rank or affiliated rank

Requesting department name and org. number

Other affiliated department name and org. number (as applicable)

Approval period requested:

Indicate the requested period for eligibility. The period may be multiple years or indefinite. Final determination will be based on justification provided.

Start date

End date

Justification for multi-year or indefinite request

Include a justification for PI eligibility beyond one year or indefinitely.

Justification for request

Include a justification for requesting PI status for this candidate. Why do you want this individual to be a PI? Why does this individual need eligibility?

Support mechanisms for PI

Describe the department’s mechanisms to support the PI for proposal preparation/submission and project management. Name the individuals providing support and the kinds of support they will provide.

Section 4: Signatures

By signing below, the department head and Dean or VP take responsibility for any default of deliverables or other financial obligations of the individual approved for PI status via this request.

Department contact

Name

Phone number

Email

Department head or director

Name

Signature

Date

Dean

Name

Signature

Date

Office of Sponsored Programs contact

Name

Approved Not approved

Date

Signature

Justification for non-approval

Appeal of Non-Approval of PI Status Request

If a candidate's PI status request is not approved, the individuals submitting the request may appeal the decision. The Office of the Senior Vice President for Research and Innovation will meet with those submitting the appeal and reach a final decision. Please initiate the appeal process by filling in the sections below.

Leave this page blank if no appeal is requested.

Justification for appeal

Include a justification for appealing the decision of PI Status for this candidate. Provide a detailed rationale why the candidate should be granted PI Status.

Appeal decision

Name

Signature

Date

PI status appeal granted

PI status appeal denied

Justification for appeal decision