	Policy: Principal Investigator Eligibility Exception Request Form
	Approved by: Adnan Hyder Senior Associate Dean for Research
	Date: Updated 02/22/19


I. Eligibility Description

Effective January 2016, Principal Investigator (PI) eligibility at GW is decided at the level of the schools. SPH personnel not automatically granted eligibility to serve as a PI must use this form to request an exception. Exceptions will be considered by the SPH Associate Dean of Research based on the assurances outlined below, section III. These criteria apply to both sponsored and non-sponsored projects.

- Exceptions are **not required** for (a) full-time regular faculty, (b) full-time specialized faculty hired on the research track, or (c) full-time research scientists.
- Exceptions also are **not required** for full-time specialized faculty hired on the teaching track to serve as PIs on student CEs or non-sponsored research.
- Exceptions are **required** for personnel employed less than full-time in the categories a-c above; (b) personnel holding any other status or position within the SPH other than a-c above (including full-time specialized faculty hired on the teaching track); and (c) post-doctoral fellows to serve as PIs on sponsored research. Rarely will exceptions be made for students as PIs for sponsored research.

II. Detailed Information about Requester

Name of Proposed PI:		Name of Proposed Mentor/Co-PI (If required, see section III. 7, 8 below):	
Current Appointment/Title:		Current Appointment/Title:	
Department/Unit:		Department/Unit:	
Student Status:	<input type="checkbox"/> NA <input type="checkbox"/> Part-time: BA, Masters, Doctoral (check & highlight or underline one) <input type="checkbox"/> Full-time: BA, Masters, Doctoral (check & highlight or underline one)		
Date response needed:			
Sponsor:			
Project Title:			
Project Aims: (Summarize – in bullet format)			
Rationale for requesting eligibility exception:			

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III. Required Assurances:

- (1) The candidate has the necessary training, experience, and independence to compete for his/her own sponsored program and to administer the project with compliance, should it be funded.
- (2) The candidate will follow all requirements of the OVPR and the SPH Office of Research Excellence. The PI also will follow IRB requirements, should IRB approval be required, including all GW HRPP Policies and Procedures and PI duties outlined in the Federal wide Assurance of Protection for Human Subjects.
- (3) If the proposed PI is not officially employed by GW at the time of this request, the department, school, center, or institute has the intention of hiring the proposed PI if or before the sponsored project is funded.
- (4) The department, school, center, or institute is committed to supporting the proposed PI by providing appropriate facilities and administration (e.g., space, grants and administrative oversight) if the project is funded.
- (5) The department, school, center, or institute will ensure that the proposed PI completes the New PI Training offered through OVPR and the CITI training, if necessary, before any expenditure of funds.
- (6) Should the proposed PI leave GW without taking the award with him/her, the department, school, center or institute agrees to assume responsibility for the awarded sponsored project.
- (7) Rarely will exceptions be made for students as PIs. If the PI is a SPH student (in any status) the signing chair assures that a full-time regular SPH faculty member will serve as a mentor and co-PI or dual PI in a formally designated role.
- (8) If the PI is a SPH post-doctoral fellow the signing chair assures that a full-time regular SPH faculty member will serve as a mentor and co-PI or dual PI in some formally designated role. In most cases this should be the PI who is providing the funding for the post-doctoral fellow.

IV. Signatures

By signing below, you assert that the above assurances are met to the best of your knowledge.

Name	Signature	Date
PI:		
Mentor/Co-PI (if required):		
Department Chair:		
Associate Dean of Research or designee: <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied: (Explanation)		

Please send this form, signed, with (a) Current Letter of Appointment, (b) Curriculum Vitae or Resume and (c) any other essential supporting documents in a **single PDF** to GWSPHResearch@gwu.edu.

If you have any questions, contact Adnan Hyder, Senior Associate Dean for Research, hydera1@gwu.edu.

NOTE: Please retain the signed version for your records. This signed form may also be used for documentation of eligibility for GW Office of Human Research/IRB requirements.