EXCEPTIONAL PI/CO-PI REQUESTS

Exceptional PI requests are normally limited to a specific project.* Approval of an exception requires demonstration that the proposed project is sufficiently important to the achievement of the educational, research or public service goals of the submitting unit and of the University. The support of graduate students in the conduct of their research, and/or the participation of undergraduate students in the research project, should be a component of the project for which the exception is being requested.

Individuals recommended for Principal Investigator status on a research project must possess qualifications which satisfy the general standards for research competence appropriate to the professorial rank and step comparable to the non-Senate academic appointment held by the candidate.

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<th>Step</th>
<th>Owner</th>
<th>Process</th>
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| 1    | Requestor | • Determines they would like a non-senate academic employee to oversee a research project  
• Gathers the necessary documents for Exceptional PI approval:  
  ▪ Completes Request for Exceptional PI Status Form (includes justification)  
  ▪ Current CV  
  ▪ One page abstract describing research project  
  ▪ A budget and budget justification  
• Submits the necessary documents to ERSO HR Operations Manager (199 MC Cory Hall or via email) |
| 2    | ERSO HR Operations Manager | • Reviews documents, determines case can move forward as submitted  
• Obtains Associate Dean for Research’s concurrence on request approximately one week after submission  
• Sends case to Vice Chancellor’s Office for Research (VCRO) for approval |
| 3    | VCRO | • Vice Chancellor’s Office reviews the case  
• Case is approved in approximately two weeks  
• Once approved, request is forwarded back to ERSO HR Operations Manager |
| 4    | ERSO HR Operations Manager | • Notifies requester, exceptional PI and/or Lead PI & RSO of approval  
• Keeps a copy of approval for file retention |

*In extremely rare and meritorious cases exceptions may be granted to an individual on a continuing basis. Continuing status, once approved, remains in effect until revoked by the requesting department or unit.