

**CORNELL UNIVERSITY**

**Form 5 - Application to Serve as Principal Investigator/Project Director**

Last updated 01/10

Full time professorial faculty may serve as Principal Investigators/Project Directors on sponsored programs. Individuals with certain other titles may serve under special conditions. Others may be approved to serve as principal investigators for a specific project and its duration with the approval of the Vice Provost for Research. (See the complete PI Eligibility Policy at: <http://www.research.cornell.edu/VPR/Policies/PI-policy.html>).

To request PI eligibility approval, please submit this form and the required attachments. It must be received by the Office of the Vice Provost for Research **five (5) working days** prior to any required submission date for the sponsored project proposal. Email notification of approval will be sent to the person indicated in the table below.

Name:	Official Univ. Title:
Project Title:	
Sponsor/source of funding:	
Administering Dept. or Center:	Project Period:
Email address for notification of approval:	

Principal Investigator Designees are reminded that a current Annual Disclosure of External Interests and Time Commitment **must** be on file prior to submission of any sponsored project proposal. Principal Investigator Designees should also **attach curriculum vitae**.

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<b>PI Designee Signature</b>	<b>Date</b>	<b>Please print name</b>

The department chairperson/or research center director must attach a letter to:

- warrant the applicant has the necessary qualifications, experience and independence to compete for the specified sponsored project, and to administer the project should it be funded.
- explain the circumstances that justify the approval of this individual to serve as a PI/PD on this project.
- state explicitly which faculty member will accept responsibility for the awarded project should the individual leave Cornell or otherwise be unable to complete the proposed project.
- state explicitly the source(s) of funds for the applicant's current salary. If the applicant's salary is paid predominately from sponsored funds, confirm that unrestricted Cornell funds will be provided to ensure that the applicant can be qualified to write and submit proposals. A **minimum** of 5 percent annual salary funding from a non-sponsored, unrestricted Cornell account is required for those who prepare and submit proposals; more if multiple proposals are submitted each year.

**CERTIFICATIONS:**

We recommend that the above named individual be allowed to serve as Principal Investigator/Project Director on this project, and certify that the necessary laboratory space and other required resources will be available to him/her through completion of this project. The funding of this project will produce no unusual circumstances in the renewal of the appointment of this person.

We the undersigned agree to assume responsibility for this project in the event that it is funded and the above named individual leaves Cornell prior to its completion or is unable to complete the work for any reason.

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<b>Faculty Sponsor</b>	<b>Date</b>	<b>Please print name</b>

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<b>Department Chairperson/Center Director</b>	<b>Date</b>	<b>Please print name</b>

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<b>College Dean or Research Office (where applicable)</b> CALs: Send form to Sr. Assoc. Dean	<b>Date</b>	<b>Please print name</b>

**APPROVAL:**

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<b>Vice Provost for Research</b>	<b>Date</b>