PROCEDURE: Request a Waiver of the Principal Investigator Eligibility Policy			
Document Number:	**Edition Number:**	**Effective Date:**	**Responsible Party**
RA-Pre-Procedure-002	001	July 15, 2025	AVP Research Administration

1. PURPOSE

1.1 The purpose of this procedure is to provide a clear and detailed guide for individuals seeking to submit a request for a waiver to the principal investigator policy. This document outlines the necessary steps, requirements, and expectations to ensure that the waiver request process is transparent, consistent, and accessible. By following this procedure, individuals will understand the criteria for eligibility, the documentation needed, and the timeline for submitting their request, as well as the review and decision-making process. This ensures that all requests are handled efficiently and equitably, supporting both the individual's needs and the institution's operational standards.

2. PROCEDURE

2.1 Review principal investigator eligibility policy and determine if the faculty ranking/title allows one to automatically be considered a PI or not.

2.2 If the ranking/title is not included within the policy that would allow an individual to be given the title of principal investigator automatically, a PI eligibility waiver needs to be completed and submitted for review and approval.

2.3 Use the form for Principal Eligibility waivers located on the OVPR Research Administration Website.

2.4 Once the form is completed by the PI and or the Department administrator, it will be routed to the appropriate parties within the PIs department and School/College.

2.5 Once the appropriate parties have reviewed, the form will be reviewed by the Vice President for Research or their designee. Approvals for waivers will need to be fully justified.

3 REFERENCES

3.1 PI Eligibility Policy RA-Pre-001 dated xxxx

3.2 Proposal Submission Procedure RA-PRE-003 dated January 13, 2025