



Section 200: General OSR Policies

OSR Policy 200.3 - Pro.1 — Preparing a Waiver Request for Principal Investigator (PI) Eligibility

Corresponding with:

[OSR Policy 200.3](#)

[Principal Investigator \(PI\) Eligibility](#)

Procedure Statement

Non-EPA, fulltime faculty must obtain approval from the Office of Sponsored Research (OSR) prior to becoming eligible to serve as a lead Principal Investigator (PI). The steps below provide a guide for submitting such a request.

Forms/Instructions



[Research Administration Glossary at Carolina](#)

A request for a waiver is only accepted when it comes directly from the department chair, dean or director (not a departmental administrator). It should be prepared on departmental letterhead. *The request should be attached in RAMSeS with the eIPF* in the form of a memorandum and include the following information:

1. A rationale for the individual's service as a lead PI. If the applicant has no prior experience as a PI, provide the name of the faculty member responsible for mentoring the applicant in technical and project management duties as a PI and the method for doing so.
2. Confirmation in writing that the appropriate administrative and fiscal support staff and services are available to support the applicant in his/her role as a lead PI, throughout each stage of the project.
3. A model waiver request is presented in the Sample below.



Revision History

Prior Revisions: The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill's [Division of Finance](#).

Sample of a waiver request:

To: OSR Proposal Management
From: Department Chair, Dean or Director
CC: Department or School Business Office
Date: 00/00/00
Re: PI Eligibility Policy Waiver Request

Please accept this formal request to waive the UNC Chapel Hill PI eligibility policy to allow [NAME OF PROPOSED PI](#) to serve as the lead Principal Investigator (PI) for [NAME OF PROJECT AND APPLICABLE IDENTIFICATION NUMBERS IN RAMSeS](#).

BRIEF JUSTIFICATION FOR NON-EPA PI SERVICE.

“[Proposed PI's Name](#) has served as a key researcher for several years, serving as ...”

As the Departmental Director, I will support [Proposed PI's Name](#) throughout the proposal, award, and close-out stages of the project, accepting responsibility for oversight of the project. I confirm that [DEPARTMENT or CENTER NAME](#) has the appropriate administrative and fiscal support staff and services available to support [Proposed PI's Name](#) as lead PI.

Sincerely,

[SIGNATURE](#) (if hard copy) of
UNC Department Chair, Dean or Director Name

