

---

Refer to UNC's [Principal Investigator and Co-Principal Investigator Eligibility Policy](#) to determine your eligibility to serve as a principal investigator (PI) or Co-Principal Investigator (Co-PI) on an externally funded project at UNC. To request an exception to automatic eligibility, deliver this completed form to the AVP for Research at #25 Kepner Hall, mail to Campus Box #143, or scan and email it with a subject line "PI Eligibility" to [osp@unco.edu](mailto:osp@unco.edu). The term Principal Investigator or PI, as used here, also refers to Project Director.

---

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide the following information about the project for which you are requesting PI or Co-PI eligibility:

Sponsor: \_\_\_\_\_

Name of funding program: \_\_\_\_\_

URL for application guidelines: \_\_\_\_\_  
(If not on-line, attach a copy.)

For Proposal: Proposal due date: \_\_\_\_\_ Project duration: \_\_\_\_\_ Proposed budget: \$ \_\_\_\_\_

For existing project (retired UNC employees only): The existing award end date: \_\_\_\_\_

Existing project title: \_\_\_\_\_  
\_\_\_\_\_

Requests without the following two attachments will not be considered.

- A copy of your CV
- Additional pages to justify your designation as PI or Co-PI, including a description of your role on the project and how it contributes to the project's merit. If you are requesting eligibility to serve as PI on a proposal, describe any contact you have had with the sponsor.

**Complete the section below that applies to you and your request for PI or Co-PI status.**

---

**Current UNC Employee**

Position: \_\_\_\_\_ Unit: \_\_\_\_\_

Requesting eligibility to serve as

If a postdoctoral fellow, identify the UNC employee who will serve as PI: \_\_\_\_\_

---

**Retired UNC Employee**

Requesting eligibility to continue serving as PI on an existing award when retired

1. Upon retirement, I will be employed by:  
for the equivalent of at least a .01 FTE for the duration of the award period. An authorized signature for this unit is included below.
2. Attached to this request is a copy of a Provost approved agreement that outlines the terms and conditions of my post-retirement status.

Requesting eligibility to serve as Co-PI on a new proposal or continue serving as Co-PI on an existing award when retired

1. The Principal Investigator on the project is: \_\_\_\_\_
2. The Principal Investigator's unit is:
3. Attached to this request is a memo to the AVP for Research providing evidence of support for my role as Co-PI on this project signed by the PI's chair or director and dean or vice president.

**Not Currently a UNC Employee**

**I will soon be employed** as a faculty or staff member. My planned date of hire is: \_\_\_\_\_

My position will be: \_\_\_\_\_

My unit will be: \_\_\_\_\_

**I will be hired as a grant-funded UNC employee** if a proposed project is funded.

1. My position will be: \_\_\_\_\_
2. My unit will be: \_\_\_\_\_
3. UNC’s Principal Investigator on the proposed project is: \_\_\_\_\_

**I am employed by a collaborating institution** and will work with UNC if the proposed project is funded.

1. The collaborating institution is: \_\_\_\_\_
2. My position at that institution is: \_\_\_\_\_
3. UNC’s Principal Investigator on the proposed project is: \_\_\_\_\_
4. Attached to this request is a justification for my serving as Co-PI and explanation of my contribution to the merit of the proposal.
5. Attached to this request is correspondence providing evidence of my institution’s support for my role as Co-PI on this project from an appropriate representative of my institution.

**A UNC Student** requesting PI or Co-PI status on a proposal on which the sponsor requires a student applicant be named as PI or Co-PI.

My faculty advisor who will serve internally as the PI: \_\_\_\_\_

Regardless of the sponsor’s requirement that the student applicant be named as PI, a UNC faculty member will be responsible for fiscal management of the proposed project and will provide assistance and oversight for all other aspects of project conduct and administration, acting as the internal Principal Investigator.

1. **Additional UNC Recommendations Required for all Requests:** I recommend the approval of the requested PI or Co-PI eligibility. By signing below, I accept responsibility, and agree that my unit will cover any costs that might be disallowed by the sponsor due to this individual’s mismanagement or departure from the project.

Chair or Director Name	Signature	Date
Dean or Vice President Name	Signature	Date

2. **Additional UNC Recommendation Required for Student Requests:** As the faculty member designated to serve as the internal PI, I recommend the approval of the requested PI or CO-PI eligibility. I agree to be responsible for fiscal management of the award if the proposal is funded, and to assist the student and oversee other aspects of project conduct and administration.

Faculty PI Name	Signature	Date
-----------------	-----------	------

3. **Applicant Certification:** I agree to serve as principal investigator or co-principal investigator (as indicated above), and I will comply with all applicable University of Northern Colorado policies and procedures and all sponsor requirements,

Signature	Date
-----------	------

4. **UNC Institutional Approval:** Based on the information provided in this request and the recommendations given above, I approve this request for \_\_\_\_\_ eligibility status for the above referenced project. Should any circumstances change, this approval may be revoked.

Assistant Vice President for Research Name	Signature	Date
--	-----------	------