



**Principal Investigator (PI) Eligibility for a Faculty Equivalent, Staff Scientist or  
 50% Research Visiting Professors Request Form**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

PI Eligibility Request for \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Classification/position title)  
 \_\_\_\_\_ (Emory ID#):  
 (Append a brief CV)

**To Senior Associate Dean for Research, ORFS:**

In accordance with the ECAS **Principal Investigator Eligibility Policy<sup>1</sup>** requirements:

1. **Faculty Equivalents and Staff Scientists:** The Department has named \_\_\_\_\_ as Faculty Sponsor. The Faculty Sponsor will provide the necessary space, equipment, and personnel support for the work. The Sponsor also will provide any necessary materials, supplies, and so forth for the work that is not supported by the grant. (Append brief CV with current support).  
**VAPs:** The Chair \_\_\_\_\_ sponsors this application and will provide all necessary materials, supplies, and so forth for the work that is not supported by the grant.
2. The Department accepts the faculty equivalent staff scientist or VAP as a PI in the department and agrees to use of departmental resources to support the faculty equivalent and the project. Certification is for a maximum of three (3) years, assuming continued employment in good standing. The term is renewable, also assuming continued employment in good standing, and upon application and approval by the department and the Dean’s Office.
3. The faculty equivalent or staff scientist PI shall be advised that if they change institutions between the time of application and award, or post award, and they wish to take the award with them to the new institution, in accordance with agency and university policies, the PI must request from the sponsoring agency and from Emory University permission to transfer the award. Transfer of an award is not automatic.
4. The faculty equivalent or staff scientist wishing to submit a proposal who already devotes 100% effort or VAPs who already devote 50% effort on sponsored projects should notify Emory College Office of Research Funding and Support of intent to submit at least three (3) months in advance of the agency deadline to adjust effort. Failure to do may result in inability to submit the proposal.

\_\_\_\_\_  
 Department Chair (print/signature)      Date      Sponsor (print/signature)      Date

Approved:

\_\_\_\_\_  
 Senior Associate Dean for Research      Date

<sup>1</sup> (<http://college.emory.edu/research-funding-support/about/policies.html>)