

APPLICATION FOR THE EXCEPTIONAL GRANTING OF FAS/SEAS PRINCIPAL INVESTIGATOR RIGHTS

(NOTE: ALL SECTIONS ARE TO BE COMPLETED BY THE DEPARTMENT CHAIR, SEAS AREA CHAIR, SEAS SPONSOR, OR CENTER DIRECTOR OF THE UNIT IN WHICH THE PROJECT(S) WILL BE HOUSED. INDICATE N/A WHERE APPLICABLE.)

This form is used to request PI rights to apply for research funding. It should be completed by the Department Chair or Center Director in consultation with the applicant and department administrator. The completed form should be submitted at least 10 business days before the application deadline.

Required attachments: CV, Certificate of training completion, Current & Pending (if applicable)

- I have completed the "FAS and SEAS Update for Faculty and Principal Investigators" in the Harvard Training Portal.
** Certificate of training completion in the Harvard Training Portal - Currently Paused

Section 1. PI and Position Information

1a. Name of Proposed Investigator:

1b. Current Position (including school/institute): Harvard and non-Harvard appointments.

Primary Position/title:

Appointment term: From _____ to _____ Without limit

Secondary Position/title (if applicable):

Appointment term: From _____ to _____ Without limit

Section 2. Request Details

2a. Description of Request: Indicate the proposed project(s) and potential sponsor(s).

2b. Justification: Explain the reason for requesting PI rights and why this case merits an exception to FAS/SEAS policy on PI rights.

2c. Type of request (select one): PI rights Co-PI rights

Duration of request (select one)

- For the following project:
- For the following range of projects:
- On a continuing basis
- For the period from _____ to _____

NOTE: Granting PI status does not, in and of itself, imply any other change in the nature or duration of the investigator's appointment in the FAS, which must otherwise be consistent with the terms specified in the Appointments Handbook and in the Stipulations Regarding Research Appointments Within the Faculty and Affiliated Institutions.

Section 3. Describe the Experience and Scholarly Qualifications (Provide a CV separately)

Section 4. Availability of Time and Commitments

4a. Provide a copy of your most recent Current and Pending / Other Support page separately. *These documents include a list of all current awards that provide research funding and/or have a quantifiable effort commitment. If you are listed as Key Personnel on an award, that award should be included in your Current and Pending or Other Support Pages.*

4b. Outside activities: If applicable, list below or provide a separate copy of all current and anticipated outside activities, including non-Harvard appointments, consulting, or other external obligations.

4c. Other funding: List all other awards—external or internal to Harvard—on which the proposed PI is listed in any role, paid or unpaid. Visiting appointees should also include awards at their home institution or elsewhere, and the effort committed to each, paid or unpaid.

Section 5. Limitations: Are there any limitations on the proposed investigator's ability to apply for and serve as PI on proposals?

Limitations on areas of inquiry for which support may be sought (if any):

Limitations on the types of appointments to be paid with sponsored fund (if any):

Other:

Section 6. Oversight and Resources

6a. Will oversight by an individual with a professorial appointment in the faculty be necessary to ensure that the proposed PI is familiar with the various programmatic, fiduciary, and other administrative and compliance responsibilities for which she/he will be responsible?

Yes; include supervisor's name:

No; explain:

6b. Will the proposed project be accommodated without incremental resources? If not, what are the nature and the source of any additional resources that will be provided (including, but not limited to, space, equipment, and personnel) to complete the project?

6c. Is the proposed investigator applying for a sponsored award that will extend beyond the end of his/her appointment at the University? If yes, what suitable arrangement is proposed?

Section 7. Policies

I have informed and am assured the proposed PI's awareness (check all that apply):

Outside Activities and Interests Reporting (OAIR) Disclosure: In accordance with [University and FAS/SEAS policies](#) on financial conflicts of interest and outside activities, the proposed PI agrees to submit an annual OAIR disclosure of their and their immediate family members' financial interest and outside activities in the preceding 12 months in any related outside entity, using the [online OAIR application](#) as required by appointment type or sponsor.

Affirmation of Policy Awareness: The proposed PI is aware that FAS/SEAS academic appointees should inform the Chair of the Committee on Professional Conduct, or the Dean, ordinarily the former, if they may have a potential conflict of commitment, in accordance with the [Policies Relating to Research and Other Professional Activities Within and Outside the University](#); or if they have a staff appointment, they must disclose conflicts as explained in Section 2 of the Personnel Manual.

OFFICIAL ENDORSEMENT BY THE PRINCIPAL INVESTIGATOR

(This person should be the individual whose lab or group the person requesting PI rights is working in/with)

Name:

Position:

Signature:

Date:

**OFFICIAL ENDORSEMENT BY THE DEPARTMENT CHAIR, SEAS AREA CHAIR, SEAS SPONSOR,
OR CENTER DIRECTOR OF THE UNIT IN WHICH THE PROJECT(S) WILL BE HOUSED:**

Name:

Position:

Signature:

Date:

TO BE COMPLETED BY THE FAS DIVISIONAL DEAN OR SEAS DEAN

Approval not granted; enter reason:

Approval granted (Select one):

For the following project:

For the following range of projects:

For the period from _____ to _____

On a continuing basis, dependent upon the continued University appointment

This individual holds a _____ month appointment.

This individual is/is not eligible to receive supplemental salary (Select one):

- Yes, this individual is eligible
- No, this individual is NOT eligible

Signature:

Date: