

Principal Investigator Exception Request and Approval Form

All tenured, tenure track, and Research, Teaching, Practice, and Clinical (RTPC) faculty (with the exception of lecturers, adjunct, and part-time faculty) may serve as Principal Investigators (PI) on Sponsored Research Projects. Other specific employee types may serve as a Principal Investigator if a waiver is granted. To request a PI waiver, please complete the information requested on the form below and work with your school to secure necessary signatures.

*[USC Guide to Sponsored Research](#)

Proposed PI/PD Name:

Submitting Department/Center/Institute/School:

Proposed PI/PD is: (check one):

- Part-time faculty
- Post Doc Scholar
- Staff member (e.g. Research Scientists, Senior Research Associates, and Research Associates)
Current Title:
- Other:

State the type of exception being requested:

- Please be sure to clarify if this exception is only requested for a specific or multiple proposals/projects or for a specific time frame, or a blanket request with an open-end date.
- If for a particular proposal(s), please provide (1) the proposal(s) FOA# and (2) the proposal(s) deadline date(s).

Provide justification for exception request:

The below attachments are required and attached (as applicable) to the exception form for review:

- Funding Opportunity/Solicitation/Guidelines associated with this request Or provide as a link below:
- CV: A current CV for the Proposed PI/PD
- Department Chair letter or email: Confirm commitment of space and resources needed to perform scope of work described in the proposal

School Approvals:

The School/Institute has determined that the Proposed PI meets the requirements of the sponsor guidelines and is willing to grant an exception to USC Policy to allow the Proposed PI to serve as a PI/PD on this project(s). The School/Institute understands the risk and accepts the responsibility and oversight associated with appointing a party who is not tenured, tenure track, and Research, Teaching, Practice, and Clinical (RTPC) faculty to serve as PI on this proposal and the resulting award.

Submitting Department Chair:

Signature

Date

Institute/Center Director (If applicable)

Signature

Date

Vice Dean of Research (or designee):

Signature

Date

University Approvals:

The University has reviewed the request to allow the Proposed PI to serve as PI on this project and has confirmed that the appropriate approvals are in place to proceed.

USC Senior Vice President for Research and Innovation or Delegate:

Signature

Date