

Note: The completion of this form is **not** required for students, postdoctoral appointees, other trainees, or associate research scientists when submitting applications for 1. mentored projects such as mentored career development awards, or 2. mentor/mentee type fellowship applications where the sponsor requires that the mentee conduct her/his research under the supervision of a designated faculty mentor/sponsor in the facilities of that designated mentor/sponsor and/or the sponsor requires supporting documentation from the mentor (e.g., CV, letter of support).

The completion of this form **IS** required for non-mentor/mentee fellowship applications.

The faculty mentor/sponsor's approval of the application is indicated by his/her approval on the TranSum or Regulatory form accompanying the proposal.

For more information, see [Policy 1310 Principal Investigator Eligibility Requirements on Sponsored Projects](#) and the [Faculty Handbook, Section XX, University Policies Concerning Teaching and Research](#).

Form Instructions:

Field	Instructions
Name of Proposed PI & Position at Yale	Enter PI/PD's full name ("John Smith") and select their current position at Yale (e.g., Associate Research Scientist, Post-doc Associate) from the drop-down list.
Project Title	Enter full title of project/program
Name of Funding Sponsor	Enter name of sponsor
Is the proposed PI requesting part-time PI status?	If the proposed PI does not have a full-time appointment at Yale, check "yes" and enter the name of the person who will be providing oversight to the project during the PI/PD's absence from Yale.
Signature of individual who will oversee the project when the PI is not present	The individual indicated above must sign the form as verification that s/he will be responsible for the project during the PI/PD's absence.
Signature of Proposed PI	The individual who is requesting permission to serve as a PI must sign the form
Approval Statements	The approvers signing the form are attesting to the qualifications and support available for the PI/PD
Name of faculty sponsor or mentor	Print the name of the faculty sponsor or mentor who will supervise the proposed PI.
Faculty sponsor/mentor	The individual who is serving as a faculty sponsor/mentor to the Proposed PI must confirm each of the statements listed. In order to confirm each statement, the faculty sponsor/mentor may need to call upon the DBO, lead administrator, chair, dean, and/or provost to ensure support exists and the requirements have been completed. Each statement must be confirmed by checking the box and inserting the date of completion, where appropriate. By signing the PI Status Request form, the faculty sponsor/mentor completed her/his confirmation of statements and is approving the PI Status Request.
Approvals	The following approvals must be obtained to complete the approval process:
Name of Department Chair	Name of the Chair of the Proposed PI's home department
Department Chair's Signature & Date	Signature and date of the PI/PD's Department Chair
Name of the Dean/Provost/SAP	Name of the Dean, Provost or Senior Associate Provost for Research Administration that has oversight responsibility for the proposed PI's department
Signature of the Dean/Provost/SAP for Research Administration	According to University policy, the signature of the appropriate University official (self-support school dean, cognizant provost or Senior Associate Provost for Research Administration) is required for all PI Status requests.
Signature & Date of Department Administrator	Signature and date of the Department Administrator