



Last Updated: 01-01-2026

Overview

This guide outlines the eligibility criteria and required documentation for individuals seeking Principal Investigator (PI) status for research proposals, covering standard eligible roles, special exceptions, and institutional endorsement processes.

Eligible Roles Include

- Tenured or tenure-track faculty (full-time or part-time)
- Non-tenure-track faculty with full-time appointments (e.g., Research Associate/Assistant Professors)
- Co-terminus or adjunct faculty with paid appointments and sufficient effort
- Grant-funded personnel (e.g., Research Associates, Assistants, Postdocs)
- Staff managing a unit with its own budget
- Emeritus/retired faculty (as Co-PI only) with proper endorsements

Exceptions & Special Cases Requiring Additional Documentation

- Part-Time Adjuncts, Lecturers, Visiting Professors must submit a letter from Chair/Dean confirming:
- Change to paid appointment if awarded, as well as space and oversight commitments
- Standard endorsement at submission

New Hires must submit:

- Signed offer letter with start date
- Standard endorsement at submission

Staff Without Budget Authority must submit:

- Justification letter entailing the need for assignment of such role
- Standard endorsement at submission

Retired Faculty Seeking PI Role must consult the appropriate office to ensure retirement status is unaffected and submit:

- Justification letter from Chair and Dean entailing the need for assignment of such role
- Standard endorsement at submission



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Important

- Eligibility must align with external sponsor requirements.
- RSP may request additional justification if eligibility is unclear.
- Early communication with RSP is strongly encouraged for cases requiring special approvals.

Questions?

- Contact your [Research & Sponsored Programs Grants Specialist](#) (GS) for guidance on eligibility and proposal exceptions.