The privilege to serve as a Principal Investigator/Program Director (PI/PD) on a sponsored project is automatically conferred upon CHOP employees and CHOP-based Penn faculty members as outlined in the [***Principal Investigator Eligibility Policy for Sponsored Projects***](https://saml.policymedical.net/policymed/anonymous/docViewer?stoken=14de2fa8-d9f5-4188-983b-29545b20809f&dtoken=2f3cca2b-20a8-46e1-9716-bbe2d204c92d). If the PI/PD designation is required and it is not automatically conferred upon the individual, please complete this form and submit it to the VP, Research Administration & Operations. The request should be completed as soon as possible and before a proposal is submitted to Sponsored Projects.

Name of Candidate for PI/PD Status:

Department/Division:

Current Appointment/Title:

eRA Commons ID, if known:

**ORCID, if known:**

PI/PD Status Request (select one):

Temporary PI/PD for single project

Temporary PI/PD for multiple projects

Provide a brief explanation for requesting PI/PD Status (required):

Identify the name(s) of the agency/sponsor(s) of the proposal(s):

Provide the Funding Opportunity Announcement(s) (FOA/RFA/RFP), if known:

Identify the submission deadline(s):

**\*This request must include a copy of the candidate’s curriculum vitae.**

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Signature of Candidate for PI/PD Status (Indicates acceptance of PI Responsibility\*\*)

**APPROVALS:**

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Name and title of candidate’s Direct Supervisor (Vice President, Division Chief, Department Chair, etc.)

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Signature of Candidate’s Direct Supervisor (Vice President, Division Chief, Department Chair, etc.)

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Signature of Chief Scientific Officer

**PI Responsibility\*\***. A Principal Investigator or Program Director (PI/PD) leads a project or program and accepts overall responsibility for its direction, the financial oversight of the award, and compliance with the terms and conditions of the award and relevant CHOP and sponsor policies.

**Withdrawal of PI/PD status.** An individual’s status as PI/PD may be withdrawn for just cause.