Requests for Primary Investigator (PI) Waivers

**Applies to:** Fixed Term Faculty, Research Associates and Post-Doctoral appointees with non-continuing appointments in the College of Agriculture and Natural Resources

**Procedure:**

A letter requesting PI status be granted should be addressed to Dr. George Smith, Associate Dean for Research, signed by unit chair or director and submitted electronically. The request must include the following information:

1. Unit must verify that they will provide an appointment, space and any additional resources not included in the grant, but necessary for the fulfillment of the proposed research for the duration of grant. This statement should include how the research supports the research mission of the department and the name of the responsible tenure system faculty member.

2. The proposal development number (PD #) associated with this request.

3. A project abstract or brief description.

4. The deadline date of the proposal.

Please attach the written request to an email and submit to Dr. George Smith smithge7@msu.edu and abr.ors@msu.edu.

This information will be reviewed and forwarded to the OVPRGS for final approval. These requests are processed as quickly as possible, but to assure timely approval, it is recommended that you apply 4 weeks before the grant deadline.

Questions should be directed to Dr. George Smith (smithge7@msu.edu) or an ABR research coordinator, abr.ors@msu.edu, or (517) 355-0123.