



**PI/PD/Co-PI/Co-I Minimum Employment Exception Request**

The minimum level of University Employment required to be a Principal Investigator, Project Director, or Co-Principal Investigator at the University of Arizona is a 0.50 FTE as outlined on the [PI Eligibility site](#). This exception request is reviewed on a case-by-case basis and should be noted that approval of exception requests will be rare.

This form is required when a tentative PI requests an allowance to serve as the PI, PD or Co-PI/Co-I on a project and whose employment with the University of Arizona is less than a 0.50 FTE.

***A copy of this form must be submitted to SPS with your UAR proposal to ensure all appropriate entities have approved of the PI, PD or Co-PI/Co-I.***

**The following table needs to be completed by the person requesting the exception and their corresponding department.**

<b>Name:</b>		<b>Department:</b>	
<b>Email:</b>		<b>Phone:</b>	
<b>Sponsor Name:</b>			
<b>Proposal Title:</b>			
<b>Project Type:</b>			
<b>Current FTE:</b>			
<b>Proposed effort on above project:</b>			
<b>Reason for exception request:</b>			

APPROVALS: The request to allow the above named person as a PI, PD or Co-PI/Co-I on a UA project who does not meet the PI/PD/Co-PI-Co-I minimum employment requirement as outlined by the UA has been carefully reviewed by appropriate and responsible, provisioned approvers (Dean, Department Head/Associate Dean of Research). The undersigned agree that the allowance of the person named on this exception form is pertinent to the vitality of the proposed project. The undersigned approves the reasons for the employment exception and understands and agrees that if this project is funded all reporting, financial and UA policy requirements fall to the department/unit to ensure the appropriate requirements are fulfilled and UA policy is upheld.

_____	_____	_____
PI Name	Signature	Date
_____	_____	_____
Dept. Chair Name	Signature	Date
_____	_____	_____
Asst. Dean for Research Name	Signature	Date

**Sponsored Projects OFFICE USE**

RII Response: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not recommended