INSTRUCTIONS FOR REQUESTING A RARE EXCEPTION PI WAIVER
FOR A CORE DIRECTOR TO BE THE PI FOR AN APPLICATION FOR THE
NIH SHARED INSTRUMENTATION GRANT (SIG) PROGRAM (S10)

Background: The PD/PI chosen for this application should have documented (in the biographical sketch) technical expertise directly related to the type of the chosen instrument. The PD/PI does not need to have an NIH research grant or any other research support, but is expected to be an expert on the requested instrument. The PD/PI may be a Core director, tenured, or non-tenured faculty member of the applicant organization.

Stanford University policy limits PI privileges to members of the Academic Council and MCL Faculty. There are exceptions to this policy that can be made on a case-by-case basis if they meet specific criteria. A PI waiver request must be submitted and approved in order for a Core Director to act as PI on this application. Below is the exception criteria that must be addressed in the waiver request and instructions for submission.

Rare Exception PI Waiver Request Memo Required
- Memo should be printed on your departmental letterhead and addressed to Dr. Harry Greenberg, Associate Dean for Research and Prof. Kam Moler, Vice Provost and Dean of Research
- Reference block should include:
  - Name and title of the applicant
  - Name of the Core Facility/Service Center
  - Type of Waiver: Rare Exception PI Waiver Request for Core Director on a Shared Instrumentation Grant (SIG) Program (S10)
- Address the following criteria in the memo:
  1. Describe the proposed instrumentation and how it meets the programmatic need of Stanford.
  2. Explain the technical expertise of the Core Director how the proposed research cannot be funded and/or conducted effectively at Stanford unless the proposed individual is the principal investigator.
  3. The proposed principal investigator’s qualifications to direct the project provide assurance that the work will be conducted in accordance with the standards of excellence of the University.
- The memo must be signed by the Division Chief and Department Chair prior to submitting the waiver request packet to Chelsey Perry at chelseyp@stanford.edu.
  - Provide additional signature lines for Dr. Greenberg and Prof. Moler

Process: PI Waiver Memo Packet Instructions
[These instructions are only for Core Directors within the School of Medicine who want to be the PI for a NIH Shared Instrumentation Grant application]

By the deadline posted on RMG’s website, please send one PDF file containing the following two items to Chelsey Perry, Research Management Group, at chelseyp@stanford.edu.
  1. Rare Exception PI Waiver Request Memo described above
  2. Biosketch for the proposed PI (Core Director) which documents the PI’s technical expertise directly related to the instrument proposed in the application for the Shared Instrumentation Grant (SIG) Program (S10)

Note: please allow time for the waiver to be approved so that a copy of the fully approved waiver packet can be included with your internal vetting process proposal that must be submitted to Chelsey Perry’s attention.