INSTRUCTIONS FOR REQUESTING A RARE EXCEPTION PI WAIVER
IN ORDER FOR A CORE DIRECTOR TO BE THE PI FOR AN APPLICATION FOR THE
NIH SHARED INSTRUMENTATION GRANT (S10) PAR-16-054

Background: NIH requires that the Principal Investigator (PI) chosen for this application have technical expertise directly related to the type of the chosen instrument. The 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 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.

A. Rare Exception PI Waiver Request Memo

- Memo should be printed on your departmental letterhead and addressed to Dr. Harry Greenberg, Senior Associate Dean for Research and Dr. Ann Arvin, 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 NIH Shared Instrumentation Grant (S10) PAR-16-054

- 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 Division Chief and Department Chair prior to submitting the waiver request packet to Jeanne Heschele.**

  Provide additional signature lines for Dr. Greenberg and Dr. Arvin.

B. 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 **Monday, March 14, 2016**, please send one PDF file containing the following two items (memo and biosketch) to Jeanne Heschele, Research Management Group, at jheschele@stanford.edu.

1. Waiver request memo
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 NIH Shared Instrumentation Grant (S10) PAR-16-054

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 Jeanne’s attention by the March 22nd vetting process deadline (see [the internal vetting process submission guidelines](#))