Clinic Educator (CE) Clinical Research PI Waiver - Checklist

**PI Name:** ___________________________  **RPM Name:** ___________________________

**Phone No:** ___________________________  **SeRA Transaction#:** _______________________

**Sponsor’s deadline date:** __________________

**Exception Criteria:**

- The CE holds a 100% appointment in one of the following ranks: Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. Clinical Instructors are not eligible.
- The full-time CE is eligible to be PI for research studies meeting the NIH Clinical Research definition.
  - Part-time CE’s are only eligible for waivers involving being a PI on clinical trials at Stanford or Stanford-affiliated institutions, and only if they can fulfill the human subjects oversight responsibilities of the clinical trial within the context of the part-time appointment.
- The study may be funded by industry, NIH or other funding source. CEs with appointments and holding non-MD degrees must be engaged in full-time clinical care related activities in order to be eligible. Note that eligibility will be evaluated case-by-case by the Sr. Assoc. Deans for Academic Affairs and Research, with final approval from the University Vice Provost and Dean of Research.
- CE’s can only mentor MD postdoctoral trainees engaged in clinical trials, clinical database reviews or other forms of clinical research that directly and primarily focuses on patients in the Standford Medicine healthcare system.
- The CE’s project should not require additional resources from the Hospital or School.
- The CE must conduct the work in a manner consistent with the CE’s job description and FTE assignment for clinical duties and consistent with the programmatic needs of the department.
- CE PI waiver criteria apply equally to both externally and internally funded clinical research proposals.
- The CE is required to comply with the University’s research policies and to complete any necessary training.

**Checklist of items to include on CE Waiver memo:**

- A waiver request from the Department Chair and Division Chief (if applicable) must confirm the competency of the CE to serve as PI. The request must also state that the CE will have sufficient protected time available to conduct the proposed research study and will have access to resources necessary to accomplish the research.

- **CE Waiver letter is written on departmental letterhead.**
  - Waiver is addressed to Dr. Harry Greenberg, Senior Associate Dean for Research. (Send memo and waiver packet to your RPM.)

- **Waiver indicates the CE’s name, degrees, current appointment, term of appointment and length of appointment.**

- **Waiver is specified as a CE Faculty PI Waiver.**
  - Waiver includes the name of the sponsor: External sponsor OR the name of the Internal Stanford funding opportunity program and RFP title

- **Waiver includes the title of the study.**

- **Waiver addresses the exception criteria applicable to this study, includes confirmation statement above.**

- **Waiver is signed by the candidate’s Division Chief and Department Chair.**

- **Waiver includes signature line for Dr. Harry Greenberg, Senior Associate Dean for Research.**

- A copy of the Abstract is attached.

- A copy of the CE's biosketch is attached

- A copy of the sponsor's program announcement (if applicable)