

Request for PI Exception 

(Use of this format is not required. It is provided as a sample of the minimum information required when requesting a PI Exception.)

An exception to [UCLA Policy 900](#) is requested for the following individual:

Proposed PI Name: _____ **Email:** _____

Home Department Name: _____ **Home Department FS Code:** _____

Proposal/Project Information:

Title: _____

Sponsor: _____

Proposed Project Period: _____

Administering Department Name: _____

Administering Department FS Code: _____ **EPASS Number:** _____

(If UCLA EPASS system is used)

Justification for exception, including the candidate's qualifications to be a UCLA principal investigator with primary responsibility for design, execution, and management of this project.

By signing below the Chair and Dean indicate concurrence and approval that:

- such action is clearly in the best interests of the University;
- space and facilities can be arranged without detriment to the regular instructional and research responsibilities of UCLA;
- the Administering Department accepts responsibility for ensuring administrative support and budgetary control needed to effectively manage the project through the term of the contract or grant; and
- the applicant is a UCLA employee, usually appointed at more than 50 percent time, who is able to carry out the responsibilities incumbent upon a Principal Investigator as specified in [UCLA Policy 910](#).

Concurrence of Chair:

Name: _____ **Signature:** _____ **Date:** _____

Approval by Dean:

Name: _____ **Signature:** _____ **Date:** _____