



## PI Status Form

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This PI Status Form accompanies Sponsored Programs Administration (SPA) Guidance on [PI Status for Non-Employees](#) found under the Guidelines tab on the SPA webpage.

All non-NIU employees must receive PI Status to submit a grant application as lead researcher on a sponsored project through Northern Illinois University. While the term PI is used throughout this form, the need for approval also applies to co-PIs.

The PI Applicant will complete and route this completed form and a CV to the host department chair and college/division dean (or equivalent positions for nonacademic units) for approval. The PI Applicant should submit the fully signed form via email to the Assistant Vice President for Research and Sponsored Programs at [asosp@niu.edu](mailto:asosp@niu.edu).

The Vice President for Research and Innovation Partnerships will provide final approval.

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**1. PI Applicant Name:**

**2. PI Applicant Email Address:**

**3. Host NIU College or Division:**

**4. Host NIU Department, School, or Center:**

**5. How does pursuing this project benefit NIU? Please describe.**

**6. Do you plan to budget and receive salary from NIU for this project? (If no, go directly to question 8)**

Yes    No

**7. Please identify the anticipated position type:**

See [Human Resource Services \(HRS\) Position Classifications](#)

The department is responsible for establishing the proper employment classification with HRS.

**8. Is a Research – Joint Appointment Volunteer Form on file with Human Resource Services (HRS)?**

See [Human Resource Services \(HRS\) Employment Forms](#)

Yes    No

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An Internal NIU Co-PI will be designated on all projects for PIs holding temporary employment or volunteer status. The Internal Co-PI must be a regular NIU employee, generally a tenure/tenure track faculty or department chair.

The PI must adhere to university conflict of interest policies and all agency disclosure requirements.

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9. **Name of Internal NIU Co-PI:**

10. **Will graduate students be involved in the project?** (If no, go directly to question 13)

Yes No

12. **Are you a member of the Graduate Faculty?**

Yes No

13. **Will you need access to NIU facilities to conduct this project?**

No, all work will be conducted in non NIU facilities and I have secured access to those facilities.

Yes, I have secured campus space for this project.

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Applicant Principal Investigator or co-Principal Investigator Date

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Host Chair/Director Date

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Host Associate Dean, Dean, or Vice President Date

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Vice President for Research and Innovation Partnerships Date