



**Office of the Vice Chancellor
for Research and Graduate Education**
UNIVERSITY OF WISCONSIN-MADISON

Permanent PI Status Checklist

The following checklist must be completed and submitted to the OVCRGE to be considered for Permanent Principal Investigator Status

1. Justification from the applicant requesting PI Status summarizing his/her record satisfying the criteria identified in the policy.

This justification (no more than one page) should set out pertinent facts that clearly indicate how the criteria for Permanent PI Status have been met. Included in this justification should be the applicant's general research goals for the next five years to provide a sense of future research directions. Please insert your justification here:

2. Curriculum vitae for applicant. (Please attach)

This should include (but is not restricted to) the applicant's academic and grant history including a list of refereed publications or other products that result from activity funded by grants or contracts. In multi-authored publications, the role of the applicant must be clearly identified. Identify publications arising from work under grants and contracts on which the applicant serves as PI and that are cited as the basis of this application. Provide information on stature of journals in the field.

3. Supporting letter from department chair or director of the employing unit. (Please attach)

The supporting letter should elaborate on the research record and needs to address specifically the professional stature of the applicant. The letter should comment on the applicant's ability to manage and complete grants or contracts successfully. A departmental recommendation implies endorsement of the applicant's qualifications to be a PI. Approval and co-signature of the supporting letter by the Dean or designee of the appropriate school or college is required.

4. Evidence of successful grant history

The applicant must include information for what they feel are their **2 strongest grants** fulfilling the criteria for Permanent PI Status.

Grant 1:

Title:

Sponsor:

UW MSN# or Project ID (i.e., MSN123459 or PRJ/AAA1234):

Applicant Role: (i.e., PI, Co-PI):

Amount (indicate annual or total):

Duration (i.e., Start Date to End Date):

Type of Competition (i.e., regional, national, international):

Applicant Level of Participation:

Objectives:

Results:

Publications:

Grant 2:

Title:

Sponsor:

UW MSN# or Project ID (i.e., MSN123459 or PRJ/AAA1234):

Applicant Role: (i.e., PI, Co-PI):

Amount (indicate annual or total):

Duration (i.e., Start Date to End Date):

Type of Competition (i.e., regional, national, international):

Applicant Level of Participation:

Objectives:

Results:

Publications: