

## Requesting a PI Waiver for a Columbia Global-Funded Project

### Instructions:

To determine whether you are eligible to serve as a Principal Investigator (PI), please refer to Columbia University's guidelines [here](#).

For individuals who are ineligible to serve as a PI, an exception may be requested by submitting the following to Wafaa El-Sadr, EVP for Columbia Global at [evpcolumbiaglobal@columbia.edu](mailto:evpcolumbiaglobal@columbia.edu) :

1. A letter signed by the appropriate Chair **and** Dean (or equivalent officers), using the template provided on page 2 (below)
2. The investigator's CV
3. An abstract of the project to be covered by the exception
4. A certificate showing that the investigator has completed the Rascal online course [TC5900: Introductory Training for Principal Investigators](#). Passing a multiple-choice quiz with a minimum score of 85% is required to receive credit. Refresher training is not required.

[Insert date]

Wafaa El-Sadr, MD, MPH, MPA  
Executive Vice President, Columbia Global  
University professor of epidemiology and medicine  
Mathilde Krim-amFAR chair in global health  
Global Director, ICAP at Columbia University

RE: PI Waiver Request for Columbia Global-funded Project

Dear Dr. El-Sadr:

This letter requests a waiver for [insert name of investigator for whom the waiver is sought] (Investigator) to serve as a Principal Investigator on the project: [insert project title and anticipated start and end dates of the project].

[Provide the title of the applicant and a short paragraph with relevant background information and reasons why the Investigator is qualified to serve as a PI (e.g., expertise in area of research, previous experience in serving as a PI or Co-investigator on sponsored projects, other positions at Columbia or elsewhere that indicate knowledge of sponsored project processes and ability to manage projects).]

We confirm that the [name of department] and [name of school] [or equivalent institutional units]:

- Will bear financial, managerial and programmatic responsibility for the above-referenced project;
- Will provide any required oversight of the conduct of the project; and
- Will provide appropriate non-sponsored support to cover proposal writing and other non-sponsored activities of the Investigator.

We have attached copies of the Investigator's C.V., an abstract of the project, and a copy of the TC5900 Training for Principal Investigators Certificate..

Sincerely,

[Signature of Chair of Department or equivalent officer]

[Name]  
[Title]

[Signature of Dean of School or equivalent officer]

[Name]  
[Title]