

Joint Institute for the Study of the Atmosphere and Ocean

Principal Investigator (PI) Status Policy and Procedures

Last Modification: September 13, 2018

(Approved by JISAO Council and CoENV Dean)

The primary purpose of PI status is to enable submission of proposals through the University of Washington as the lead investigator. A PI is an individual responsible for the conduct and reporting of research described in a proposal for an award.

#### I. Qualifications for Principal Investigator Status

1. Any individual desiring PI status must have demonstrated research productivity, the ability to design and work independently on research projects, have managed projects, and contributed to the broader scientific community.
2. The individual must be a Research Engineer/Scientist 4 Grade 9 or higher.  
See job description at  
[www.washington.edu/admin/hr/ocpsp/prostaff/researchsciengr/jobdescript/1495.html](http://www.washington.edu/admin/hr/ocpsp/prostaff/researchsciengr/jobdescript/1495.html)
3. The individual must have at least 3 years of professional research experience at JISAO or an equivalent institution.

#### II. PI Application Procedure

1. An individual meeting the above qualifications shall apply in writing to the JISAO Council. The application shall include:
  - i. A statement from the applicant describing how he or she meets PI qualifications, why PI status is desired, and how it will benefit JISAO and the University of Washington
  - ii. A current *Curriculum Vitae*
  - iii. A letter from a JISAO fellow supporting the application for PI status. The letter should comment on the professional standing of the applicant and the desirability of awarding PI status to the applicant.
2. The Council will discuss and vote on the application. Approval will be by a minimum 60% majority.
3. Upon Council approval, the application will be forwarded to the CoENV Dean or designate for approval.

#### III. Appointment Period and Renewal

1. PI status will be granted for 5 years. At the end of the 5-year period, every PI will submit a renewal package that will be considered by the Council.
2. Renewal of PI status is based on continued research productivity, evidenced by proposal activity, publication record, scientific and outreach presentations, administrative duties, mentorship, and professional awards. If a PI has obtained a funded proposal whose lifetime extends past the 5 year limit, then PI status will be extended to the lifetime of the proposal.
3. Renewal recommendations by the Council (minimum 60% majority) will be forwarded to the CoENV Dean or designate for approval.

#### IV. Renewal Application Procedure

The JISAO Council and Director will review application materials. The renewal application package shall include:

- i. Letter from the candidate describing how professional activities contribute to JISAO research themes.
- ii. One letter of recommendation from a JISAO fellow supporting the renewal that describes how the PI has contributed to the JISAO mission.
- iii. Current *Curriculum Vitae*.
- iv. Completed Activity Summary (Table 1).

Table 1. Activity Summary for JISAO PI Status Renewal. Please enumerate activities for the last 5 years. For mentoring, please include PostDocs, Interns and Grad/Undergrad students.

Number of:	201_	201_	201_	201_	201_
Task II Projects					
Other Proposals Submitted					
Other Proposals Funded					
Peer-Reviewed Publications					
Non-Peer Reviewed Publications					
Scientific Presentations					
Outreach Activities					
Mentoring	/	/	/	/	/
PostDocs/Interns	/	/	/	/	/
Grad/Undergrad					
Staff Supervised					
Budgets Managed					
Professional Awards					