

## Procedure for Variance Request to Serve as Principal Investigator/Project Director

02/2013

Action Sequence	Action Description	Responsible	Notes
	Clemson University Employee seeks approval to serve as a PI or PD prior to beginning their proposal and completing a Proposal Processing Form.		General reasons: <ul style="list-style-type: none"> <li>University employee's status does not fall into the following categories of eligible personnel: <ul style="list-style-type: none"> <li>Full-time regular faculty</li> <li>Visiting faculty/scientists during time employed by University</li> <li>Full-time staff including research faculty and post-doctoral scholars.</li> </ul> </li> <li>Circumstances sufficiently warrant such action to further the goals of Clemson University</li> </ul>
1	Clemson University Employee completes "Variance Form – Request to Serve as Principal Investigator/Project Director."	CUE	
2	CUE routes Variance Form to College Grant Coordinator and CGC prepares the form for approval from the Department Chair and Dean or Associate Dean.	CUE, CGC, Dept.Ch., Dean or ADR	<b>Approval package contains:</b> <ul style="list-style-type: none"> <li>Completed Variance Form – Request to Serve as Principal Investigator/Project Director.</li> </ul>
3	CGC emails Variance Form to respective OSP-Grants Administrator.	CGC, OSP-GA	CGC will note in the <b>Subject Line</b> of email: <b>Variance Form, PPN# (if applicable), CUE Name, Sponsor Name.</b>
4	OSP-GA reviews form and obtains VPR's signature. The VPR is the only person authorized to approve or disapprove a PI/PD Variance.	OSP-GA	Approval Signature is on the Variance Form OR Note " <b>Disapproved</b> " on the Variance Form.
5	Via email, OSP-GA will provide copy of the Approved/Disapproved Variance Form to CGC.	OSP-GA	OSP-GA will note in the subject line of this email: <b>Variance Form, PPN# (if applicable), CUE Name, Sponsor Name.</b>
6	CGC will incorporate Variance Form in the InfoEd proposal package.	CGC	Completed Variance Form is uploaded to InfoEd with proposal package.

OSP-GA = Office of Sponsored Programs Grants Administrator  
CU AOR = Clemson University Authorized Organization Representative  
CGC= College Grant Coordinator  
CFM= College Fiscal Manager/College Accountants  
Dept. Adm. = Departmental Administrator  
Dept. Ch. = Department Chair  
CUE = Clemson University Employee

GCA-FM = Grants and Contracts Administration Fiscal Manager  
GCA- Director = Grants and Contracts Administration Director  
PI = Principal Investigator  
CUOSP= OSP general office email address  
ADR=Associate Dean for Research  
ABO=VPR's Associate Business Officer  
PD = Project Director