## Clemson University

### College/OSP

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

**02/2013**

<table>
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| **1** | Clemson University Employee seeks approval to serve as a PI or PD prior to beginning their proposal and completing a Proposal Processing Form. | CUE | General reasons:  
- University employee’s status does not fall into the following categories of eligible personnel:  
  - Full-time regular faculty  
  - Visiting faculty/scientists during time employed by University  
  - Full-time staff including research faculty and post-doctoral scholars.  
- Circumstances sufficiently warrant such action to further the goals of Clemson University |

| **2** | Clemson University Employee completes “Variance Form – Request to Serve as Principal Investigator/Project Director.” | CUE | Approval package contains:  
- Completed Variance Form – Request to Serve as Principal Investigator/Project Director. |

| **3** | 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 | CGC will note in the Subject Line of email: Variance Form, PPN# (if applicable), CUE Name, Sponsor Name. |

| **4** | CGC emails Variance Form to respective OSP-Grants Administrator. | CGC, OSP-GA | OSP-GA will note in the Subject Line of this email: Variance Form, PPN# (if applicable), CUE Name, Sponsor Name. |

| **5** | 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 “Disapproved” on the Variance Form. |

| **6** | CGC will incorporate Variance Form in the InfoEd proposal package. | CGC | Completed Variance Form is uploaded to InfoEd with proposal package. |

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**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**