Dear All,

This communication is to clarify PI Exception process when Kuali Research goes lives on January 21, 2020.

What's staying the same: KR will continue to apply PI's title code to determine PI eligibility.

What's changing: PI Eligible title codes will not route to the Department Chair, while non-eligible and conditional title codes will route to the Chair for approval.

1. **Members of the Academic Senate**
   Professor - all ranks; Professor in Residence - all ranks; Professor of Clinical X - all ranks but instructor; Research Professor; Professor Emeritus - all ranks; Senior Lecturer and Lecturer with Security of Employment; Acting Professor and Acting Associate Professor (but not Acting Assistant Professor); University Librarian (but no other librarians); Registrar and Chief Admissions Officer; Vice Chancellor; Chancellor
2. **Salaried appointees in the Adjunct Professor series, with the exception of the Instructor rank.**
   For School of Medicine applicants, a >50% salaried appointment is required for Adjunct Professors to qualify for automatic PI eligibility. Salaried appointments <50% require a PI Exception approval.
   Note: The source of salary support may be state, extramural or other departmental funds.
3. **Appointees salaried at 50% or more of full time in the Clinical Professor series, with the exception of the Instructor rank.**
   Note: The source of salary support may be state, extramural or other departmental funds.
4. **Appointees in the Research Scientist/Scholar series.**
   At SIO, a review is required to increase the percentage of appointment of Research Scientists because of the commitment of institutional resources to Research Scientists.
5. **Assistant, Associate and full Project Scientists/Scholars may serve as Co-PI with professorial and research scientist appointees.**

Conditionally Eligible:

List of UC San Diego Title Codes conditionally eligible:

PPS Title Code	Appointment Title	Condition
1732	ASST CLIN PROF-MEDCOMP-A	There are a variety of criteria that must be met, please contact Erika Wilson for more information.
1733	ASSOC CLIN PROF-MEDCOMP-A	
1734	CLIN PRF-MEDCOMP-A	
3279	ASST ADJ PROF-FY	Salary must be greater than $0
3269	ASSOC ADJ PROF-FY	
3259	ADJUNCT PROF - FY	

PI EXCEPTION PROCESS:

If a PI Exception is required, the following will need to be uploaded into Kuali Research Record prior to routing for departmental review and submission.

PDF ATTACHMENT-

1. **Completed PI exception form signed by the Department Chairman;**
2. **Document of responses to questions 1-7 (and 8 for SIO) located on the PI exception form**
   https://blink.ucsd.edu/_files/ocga/forms/PI%20Exception.pdf**; or**
3. **CV and Bio Bibliography**

Conditional eligibility statement;

For PI Exception's with Title Codes conditionally eligible the KR system will trigger routing for critical criteria and will be routed for departmental approval. After determination that a PI Exceptions is NOT required based on the criteria being met

Please upload a document in KR stating the following;

PI,_____ meets the conditional criteria and a PI Exception is not required.

Below is a table for the Phase 1 and Phase 2 PI exception process for Kauli Research

PHASE 1	PHASE 2
Continue with the current process: use the Paper PI Exception Form and upload it into KR as an Internal Attachment.	Utilize the interactive OnBase Form & electronic Approval Routing Feature.
Form: https://blink.ucsd.edu/_files/ocga/forms/PI%20Exception.pdf	Timeframe: Winter/Spring 2020
Health Sciences Process: https://medschool.ucsd.edu/vchs/research-services/hssppo/review/Pages/PI-Eligibility.aspx	Let the RSC Enterprise Projects Team know if you are interested in testing this new process! They are looking for testers at the department level as well as PI and Chair level! Contact Isabella @ ibryantparkinson@health.ucsd.edu today!
PI Eligibility & FAQs: https://blink.ucsd.edu/research/finding-funding/pi-eligibility.html	

For award acceptance the PI exception will be required to have completed the full UCSD approval process.

Please use the resources listed above for questions or reach out to you Sponsored Projects Analyst.

Thank you,

Linda Collins	Erika Wilson	Frank Truong	Eric Mah
Asst. Vice Chancellor	Sr. Director	Director	Asst. Dean
OCGA	HS SPPO	SIO	OCTA