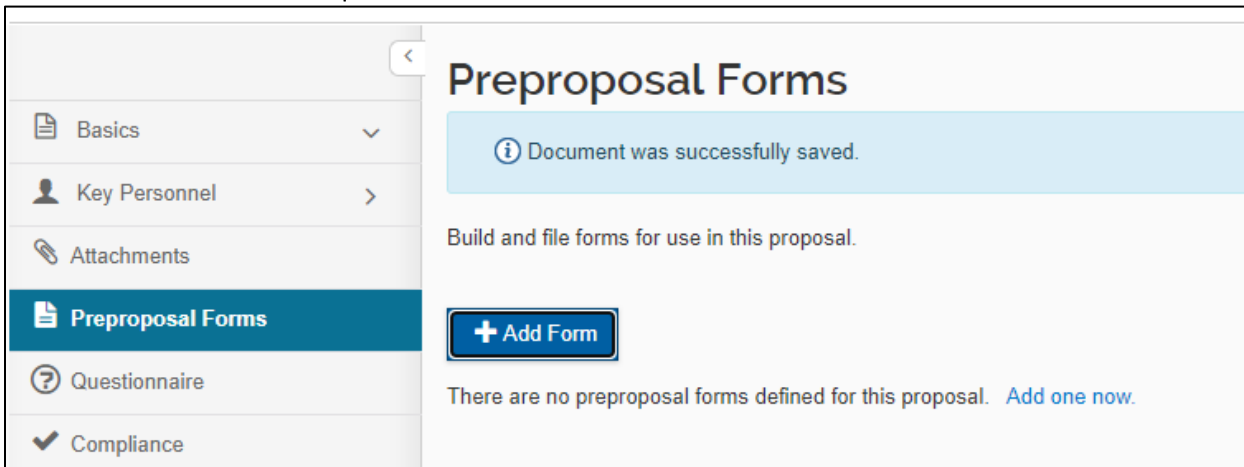# HOW TO COMPLETE REQUEST FOR PI STATUS

## Overview

A request for PI status form is required for any UML individual who is not eligible to be a PI on a proposal based on the PI Eligibility Policy that comes from the UMass Board of Trustees policies. This form must be completed, submitted and approved prior to submitting a proposal. It must be approved by the person's Chair (or equivalent), Dean (or equivalent) and the Vice Chancellor of Research.

**Step 1** – Access the Request for PI Status form one of two ways.

1). Within your proposal development shell in RES, navigate to the Preproposal Section and click **+ Add Form.** You can then choose the Request for PI Status Form.
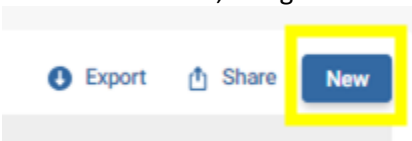


**Or**

2). On the RES webpage, select the link for the RES Build Forms. This will bring you to the RES Build website and you can click on the Request for PI Status tile.
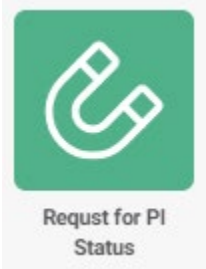


2a. Within the tile, navigate to the top right-hand corner and click "new."

**Step 2** – Complete the form. Enter and upload all the information requested. Anything with a red asterix (*) is required.

- **RES Proposal Number** – If you have started your Proposal Shell in RES, please add the associated proposal #.
- **PI Name** – Add the name of the PI.
- **Are you affiliated with a Department, College or University?** – Please check off if HR associates the PI with a department (such as Mechanical Engineering), a College (such as FAHSS) or the University (such as Provost Office).
- **Department or College** – If you are affiliated with a Department or a College, make the appropriate selection. This will make sure it routes to appropriate individuals for approval.
- **Sponsor Name** – Write in the name of UML's sponsor for this proposal.
- **Proposal Title** – Title of PI's proposal (can be a draft title)
- **Budget** – Must upload a budget on the UML template (should be close to final)
- **Budget Amount** – Enter the total budget amount found on the UML template
- **Justification for Request for PI Status** – Please justify  why the proposal being submitted requires this person to be the PI.
- **Designated RIF Account Manager** –Choose a RIF Account Manager to be associated with this proposal. This should be a person's name.  If funded, this person's RIF account will receive any associated overhead (if applicable). Additionally, if this project is overspent, the RIF account will be charged.
- **Brief Justification for Designated RIF Account Manager**? - What is the reason for selecting person above? (for ex. – Department Chair, Faculty Mentor, Research Associate)

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**PI Questions**

RES Proposal Number

PI Name *

Are you Affiliated with a Department, College, or University?
- ○ Department
- ○ College
- ○ University

**Proposal Questions**

| Sponsor Name * | Proposal Title * | Budget * | Budget Amount * |
|---|---|---|---|
| | | Select a File | Enter Request Budget Here |

Justification for Request for PI Status *
Why does the proposal being submitted require you to be the PI?

Sans Serif    Normal    B  I  S  U   A  A   E  E   Normal

**Fund Allocation**

Designated RIF Account Manager *
Choose a RIF Account Manager to be associated with this proposal. If funded, this RIF account will receive any associated overhead (if applicable). Additionally, if this project is overspent, the RIF account will be charged.
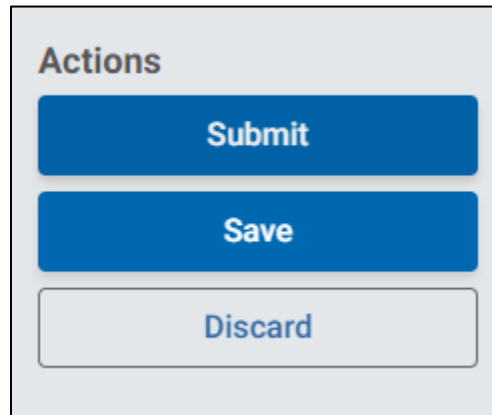
Q  Select RIF Manager

Brief Justification for Designated RIF Account Manager *
What is the reason for selecting person above?

Sans Serif    Normal    B  I  S  U   A  A   E  E   Normal

---

**Step 3** – Click "submit." This is now routing for approval signatures. The PI and ORA will receive an email when the form is fully approved.

## Checking Status of Approvals

To check the status of approvals in the form, navigate to https://uml.kualibuild.com/ or through the RES Build Forms link on the RES Website.

From there click on the Request for PI Status form tile.



Request for PI Status
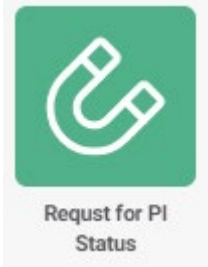
This will show any forms you have submitted. Navigate to the form in question and click on it.

Your submitted form will appear. Go to the upper lefthand side of the document and change the view from Review to Status.
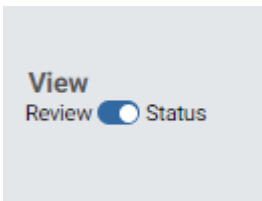


This will then show you the approval workflow and who the form is waiting on for approvals.

*Screenshot on following page.*

**Workflow Status (In Progress)**

**Form Submission - Proposer**

Submitted for Approval | Proposer

✓ Akashian, Sara - December 12, 2023 at 11:25 AM

**Principal Investigator Signature**

Task Completed

✓ Akashian, Sara - December 12, 2023 at 11:27 AM

⬀ Electronically signed by Akashian, Sara (sara_akashian@uml.edu)

December 12, 2023 at 11:27 AM

**GCA Approval**

Task Completed

✓ Akashian, Sara - December 12, 2023 at 11:29 AM

⬀ Electronically signed by Akashian, Sara (sara_akashian@uml.edu)

December 12, 2023 at 11:29 AM

**Executive Director, Office of Research Admin Signature**

Waiting for Task Completion

◯ Akashian, Sara

**Chair**

Waiting for Task Completion

◯ Akashian, Sara

**Dean**

Waiting for Task Completion

◯ Akashian, Sara

**Task**

Waiting for Task Completion

◯ Akashian, Sara