[Date]

Dear [Director and Dean of Research Name Here]:

I am writing to request that you approve [ineligible PI Name], [Position title], [School and/or Department], to act as PI on [Proposal title], UFIRST Proposal [PROXXXXX].

[Justification]

[Eligible PI Name] will serve as Co-PI on the project and assume the role of PI if [ineligible PI Name], is unable to fulfill [his/her] responsibilities. I will attach approvals to the UFIRST Ad Hoc Review and request for PI status; the reviewer is [Stephanie Gray].

Sincerely,

Eligible PI Name

Principal Investigator

School and/or Department

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director’s Name

 Title Here

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean of Research Name

 Dean of Research