

PI SIGNATURE VERIFICATION AT THE UNIVERSITY OF PITTSBURGH FOR NIH AND OTHER PHS AGENCY SUBMISSIONS

The National Institutes of Health as well as other PHS agencies replaced the Principal Investigator (PI) Signature on grant applications, progress reports and prior approval requests in 2006 with an institutional compliance requirement to secure and retain the PI signature.

In order to meet this compliance requirement, the Office of Sponsored Programs requires for all PHS grant applications, progress reports and prior approval requests, either an e-mail from the PI's pitt.edu or upmc.edu e-mail address (i.e., e-mails from a gmail, hotmail, yahoo, aol, etc. account will not be accepted) or a hard copy memo with an original signature from the PI certifying compliance with this requirement.

PI SIGNATURE VERIFICATION PROCEDURES:

PI sends e-mail message with the required information in the body of the e-mail message (see below for detailed instructions) to the departmental administrator or gives a hard copy memo with his/her actual signature (per signatures are not acceptable) to the departmental administrator. **A hard copy of the PI's e-mail or memo must accompany the required paperwork sent to the Office of Sponsored Programs at the time of proposal submission.** The Office of Sponsored Programs must have this compliance certification by the PI before signoff on any proposal or prior approval request. When multiple PIs are proposed in an application, this assurance must be secured and retained for all named PIs.

SIGNATURE VERIFICATION OPTIONS:

1. The PI may choose to use the PI Verification Template located on the Office of Sponsored Programs forms page at: <https://www.osp.pitt.edu/resources/forms-waivers>.
2. The PI may choose to provide the compliance certifications in the body of an e-mail message which must include the following information as well as the exact certification language provided below: (Note: Language is from NIH Guide Notice NOT-OD-06054 at: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-054.html>)
 - *Project Title:*
 - *Sponsor:*
 - *Principal Investigator(s) including his/her own name:*
 - *PI Person Months/Percent of Effort Equivalent:*
 - *Period of Performance:*
 - *Submission Deadline:*

Please regard this email as certification that I am the Principal Investigator on the above referenced proposal/project. As PI, I understand and certify:

- 1) that the information submitted within the application is true, complete and accurate to the best of my knowledge;*
- (2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and*
- (3) that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.*

ADDITIONAL INFORMATION

For more information about the institutional compliance requirement, please see the following notice from the NIH Guide to Grants and Contracts:

- *NIH Announces Change in Business Process: Replacing Principal Investigator Signature on Grant Applications, Progress Reports, and Prior Approval Requests with an Institutional Compliance Requirement /AHRQ at: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-054.html>*