

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 are replacing Principal Investigator (PI) Signature on grant applications, progress reports and prior approval requests with an institutional compliance requirement to secure and retain the PI signature.

1. Effective for submission/receipt dates on or after May 10, 2006, the NIH will no longer require a PI signature as part of a submitted application using the PHS 398 application package.
2. NIH will also no longer require the PI's signature on PHS 2590 progress reports with due dates on or after June 1, 2006.
3. Effective for submission/receipt dates in December 2008 and thereafter, the NIH will no longer require a PI signature as part of a submitted application using the PHS 416-1 application package.
4. NIH will also no longer require the PI's signature on PHS 416-9 progress reports with due dates on or after December 1, 2008.
5. Effective immediately NIH will no longer require the PI's signature on prior approval requests that need to be sent to the sponsor.
6. In addition the requirement of securing and retaining the PI signature will also apply to all competing applications with open dates of May 10, 2006 or later submitted electronically through Grants.gov using the SF424 family of forms because the PI verification step in the eRA Commons is being eliminated.

When multiple PIs are proposed in an application, this assurance must be secured and retained for all named PIs.

In order to meet this compliance requirement, the Office of Research will require 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. e-mail account will not be accepted) or a hard copy memo with an original signature from the PI certifying compliance with this new requirement for all PHS grant applications, progress reports and prior approval requests.

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 Research at the time of proposal submission. The Office of Research must have this compliance certification by the PI before it will sign off on any proposal or prior approval request.

The PI may choose to use the WORD template at <http://www.pitt.edu/~offres/proposal/PI-SignatureTEMPLATE.doc> in hard copy or he may decide to provide the necessary compliance certifications in the body of his email message. He cannot attach the unsigned WORD template to his e-mail message.

If the PI chooses to provide the compliance certifications in the body of the e-mail message, he 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 LINKS

For more information about the institutional compliance requirement and its effect on previously existing NIH procedures, please see the following notices in 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>
- *NIH/AHRQ Announce Change in Business Process Concerning eRA Commons Verifications of Electronically Submitted Applications* at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-055.html>
- *NIH Announces Interim Changes to the PHS 398 Application and Instructions* at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-056.html>
- *NIH Announces Changes to the SF424 Instructions* at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-057.html>
- *NIH Announces Interim Changes to the PHS2590 Noncompeting Progress Report Forms and Instructions* at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-058.html>
- *NIH Announces Changes in Business Process on PHS 416-1 Grant Applications, PHS 416-9 Progress Reports and Prior Approval Requests for Individual Fellowships* at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-007.html>

Revised 11/25/08