



**SCHOOL OF PUBLIC HEALTH**  
UNIVERSITY *of* WASHINGTON

**Submission of Grant through Other than the PI's Primary Department**  
(*approved SPHEC 10/08, SPH Faculty Council 10/08, SPHEC updated 11/08*)

A Principal Investigator whose primary appointment is in one of the SPH's departments is expected to submit his/her grants and contracts through his/her primary department. However in certain situations, the PI's department chair may approve an exception to allow a grant to be submitted through another department or institution. In such cases, agreement must be reached between the PI's chair and the chair of the submitting department before the Dean's Office approval of the eGC-1.

The PI should complete the *Approval for Submission of a Grant through a Department Other than the PI's Primary Department* form (see Appendix 17) and submit it to his/her department chair at least one month before submission of the grant, when feasible. The PI's primary department chair may wish to consult with the PI to accommodate grant submittal through the PI's home department and/or with the chair of the department through which the grant will be submitted before approving submittal through that department with or without certain conditions. The form should be submitted as an attachment to the eGC1 with the proposal.

**Notes**

1. This form is required for faculty who are primary in Global Health, whether they are primary in SOM or SPH.
2. This form is not required for PI's who are primary in a department outside the SPH and who wish to submit a grant through a SPH department, although it would be appropriate in such situations for the PI to discuss this with the chair of his primary department and the chair of the department through which he/she would like to submit the grant. Also in such cases, see the SPH policy on who may be PI of a grant in the SPH.



**Approval Form  
Submission of a Grant Through  
Other than the PI's Primary Department**

*To Be Completed by PI*

Date \_\_\_\_\_

Name and title of PI \_\_\_\_\_

Title of grant application \_\_\_\_\_

\_\_\_\_\_

Funding agency \_\_\_\_\_

Funding agency deadline \_\_\_\_\_

PI's primary department \_\_\_\_\_

Department through which permission is sought to submit grant \_\_\_\_\_

Reasons for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***To Be Completed by Chair of PI's Primary Department***

Approved:    \_\_\_ Yes, without conditions  
                  \_\_\_ Yes, with conditions below  
                  \_\_\_ No

Conditions/arrangements regarding approval to submit this grant through another department (e.g., sub-awards to the primary department, space, administrative support, future interim support):

---

---

---

---

---

---

---

***Signatures (to be signed after the Chair of the PI's primary department has completed his/her section)***

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal Investigator

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair of PI's primary department

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair of department through which grant will be submitted  
(signature only needed if "Approved, with conditions")

(Submit as an attachment to the eGC1 with proposal; needed for Dean's Office approval of eGC1.)