**Template for Dean’s concurrence for PI status request for appointments not automatically eligible for PI status (see CoENV PI status policy)**

**University of Washington Interdepartmental Correspondence**

**[*Unit Name and Box Number*]**

Telephone: [*Unit phone number*]

Fax: [*Unit fax number*]

Email: [*Unit Director’s email address*]

To: Lisa J. Graumlich, Dean

 College of the Environment, Box 355355

From: [*Unit Director Name, Unit Name and Box Number*]

Date:

Re: Request for PI status for [*PI Status Candidate’s Name*]

Dr. [*PI status candidate’s name*] has an appointment within [*CoEnv unit name*] as a [*PI status candidate’s position*]. On [*date of faculty vote*], the [*CoEnv unit name*] faculty voted [*unanimously/vote recorded*] to endorse Dr. [*PI status candidate’s name*] request for PI status. [*Include one sentence rationale for granting PI status in this particular case or indicate that it is a renewal of PI status].* I request that you grant Principal Investigator (PI) status to Dr. [*PI status candidate’s name*] for a period of 5 years, in accordance with CoENV PI policy. Thank you for your consideration of this request.

Concurrence:

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Lisa J. Graumlich, Dean Date

College of the Environment

Attachments/[*PI status candidate’s name*] CV

Signed copy returned to unit

Copy to academic personnel file

Electronic copy to CoENV PI status file