

Department Chair/Head Letter

(To be submitted as a supplementary document with every CRII proposal)

I am the immediate supervisor of _____ [name of principal investigator (PI)], the PI of a proposal being submitted to the National Science Foundation's (NSF) Computer and Information Science and Engineering Research Initiation Initiative (CRII) program. I hereby certify that all of the following eligibility criteria are satisfied.

All items in yellow (except this sentence!) must be completed, or the proposal will be Returned Without Review.

- I. **Institution eligibility:** The institution is *not* currently classified as a Carnegie Classification R1 institution. _____ (initial to confirm)
- II. **Time criterion:** The PI completed their Ph.D. no more than six years prior to the CRII program deadline (if in 2022) or five years prior to the CRII program deadline (after 2022) to which the proposal is being submitted and be in the first three years of a tenure-track or research science or education position. Please complete:
Degree month and year: : _____
Date hired month and year: : _____
Specify the reason for any deviations from the time criterion, consistent with the instructions on the next page: _____
- III. **Appointment criterion:** One of the following holds and will continue to hold for at least the duration of the proposed award. Please initial one:
_____ The PI holds a tenure-track position; or
_____ The PI holds a research scientist or education appointment with a job description that requires conducting research and allows supervision of student research;
- IV. **Federal financial assistance criterion:** The PI has never been a PI on a federal financial assistance grant/cooperative agreement or federally-supported contract, except for the specific exceptions noted in the solicitation and instructions accompanying this letter template. _____ (initial to confirm)

Signature: _____ Date: _____

Name: _____ Position: _____

Guidance to Department Chairs/Heads Regarding CRII Eligibility and Completing the Department Chair/Head Letter

- I. **Institution Eligibility** Institutions must not be currently classified as a Carnegie R1 institution as of the proposal submission deadline.
- II. **Time Criterion** Positions with titles such as Visiting Assistant Professor, Research Associate, or Visiting Research Professor are considered as postdoctoral appointments, and hence not counted against the three-year limit, only if all of the following are true: (1) the position is not tenure-track; (2) someone in that position is not permitted by the organization to submit a proposal as a PI; and (3) the position is supervised by another faculty member in a fashion similar to that of a postdoctoral fellow.

Regardless of time spent in postdoctoral positions, time outside academia, or other time, the PI must be no more than six years since PhD granting for proposals submitted in 2022, and five years since PhD for proposals submitted after 2022.

Exceptions may be granted only in cases of family or medical leave; consult with a cognizant NSF program officer for details.

- III. **Federal Financial Assistance Criterion** The following are the only exceptions to the limits on funding from the federal government in the PI role:
 - Workshop or student conference travel awards;
 - Doctoral dissertation improvement grants;
 - Postdoctoral research fellowship awards, such as Computing Innovation Fellows (CIFellows);
 - A Graduate Research Fellowship or similar fellowship award from NSF;
 - Research Experiences for Undergraduates (REU) or Research Experiences for Teachers (RET) awards; and
 - Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) awards that were received while the PI was not affiliated with a university.