**MULTIPLE-PI LEADERSHIP PLAN TEMPLATE**

SF424 (R&R) – Version F

Last revised 6/10/20

**Content Instructions**

* Describe the rationale for choosing a multiple PD/PI approach.
* The governance and organizational structure of the leadership team and the research project should be described, including:
  + communication plans
  + process for making decisions on scientific direction, and
  + procedures for resolving conflicts.
* The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the PD/PIs and other collaborators.
* If budget allocation is planned, the distribution of resources to specific components of the project or the individual PD/PIs should be delineated in the Leadership Plan. In the event of an award, the requested allocations may be reflected in a footnote on the Notice of Grant Award.
* Address in as much detail as possible in describing the PI working relationship. Additional topics could include:
  + data sharing plans
  + publication and intellectual property policies
  + contingency plans in case one PI changes institutions
  + procedures for allocating resources, and
  + discussion of other potentially sensitive issues.
* Consider a diagram or organizational chart to help convey your organizational structure.
* If your RFA specifies additional Multi-PI requirements, be sure to highlight these in the Leadership Plan.

**Review Criteria and/or Questions to Consider**

* Is there a strong rationale and justification for Multiple PIs?
* Are the roles and responsibilities for each PI clearly delineated?
* Is the organizational structure sound? Is the governance plan sufficient, including plans to decide scientific direction?
* Are the time commitments and resource allocation for each PI realistic?
* Is the conflict resolution plan sufficient to ensure continuation of the project? Is there a plan for mediation (e.g., an arbitration committee) from outside the project if needed? Is a timeframe provided

for when conflicts must be resolved?

**Suggested outline**

We have provided a suggested outline on the second page of this document. If you would like, you can enter your text directly below each subsection header. This document is already formatted appropriately (0.5 inch margins, Arial font, 11 point text). Just delete the first page and you are on your way to a complete draft!

**MULTIPLE PI LEADERSHIP PLAN**

***Justification of Multi-PI Leadership***

***Areas of Responsibility/Role in Project***

***Communication Plan***

***Internal***

***External***

***Decision-Making Process for Scientific Direction and Allocation of Resources***

***Publications and Intellectual Property Policies***

***Conflict Resolution***