

Guidance for Change of Principal Investigator or Co-Principal Investigators

Purpose

To change the principal investigator (PI), the co-co-principal investigator (Co-PI), and in some cases, key personnel on a grant in accordance with CFR Title 2 Subtitle A Chapter II Part 200 Subpart D § 200.308

Procedure

When a PI will be absent from a project for three or more consecutive months or reduce effort by 25 percent or more, grantees must request approval to appoint a permanent replacement or an interim PI who will step down when the original PI returns.

They must also request approval to change from a single PI to a multiple PI award or remove PIs from a multiple PI award.

Principal Investigators

Request a change in PI by sending a letter or email to the Executive Director of Research, with a copy to the Chief Financial Officer and Controller, containing the following information:

- Justification for the change
- Description of how the loss of the PIs will affect the capacity to carry out the project
- Any proposed changes in scope
- Any changes in the level of effort
- Any proposed budget changes resulting from the change in PI
- Date the original PI will return, if applicable
- Biographical sketch of the proposed new PI, including other sources of support, and certification of human subjects training if the proposed new PI will be working with human subjects

To change from a multi-PI to a single PI award or to change from a single PI to a multi-PI award, refer to the Executive Director of Research for additional requirements.

Letters should include signatures/acknowledgment of the current PI and the proposed replacement PI.

Institutional Approval

If approved by institutional stakeholders, a request containing the information from above will be sent to the funding agency's Program Officer (PO) and Grants Management Officer (GMO) by the Executive Director of Research as the Authorized Organizational Representative (AOR) on behalf of the PI, replacement PI, and institution. All changes must follow the above guidelines for AOR consent.

Agency Request

All letters and emails must reflect the concurrence of the Executive Director of Research (AOR), as federal policy requires.