Purpose
Establish policy for internal routing of requests to change the name of a Principal Investigator (PI) under a sponsored program.

Introduction
On occasion the PI of a project, or the institution, may wish to transfer the responsibilities of Principal Investigator to another individual. In such circumstances, institutional and sponsor review and approval of the request is required. OSP is responsible for overseeing these requests. PI change requests are to be routed through RAMSeS for institutional review and approval. This review process serves to present chairs and deans with the opportunity to approve the participation of their personnel and, further, is a required internal control established by State level regulatory and audit entities.

Procedure
1. Principal Investigator:
   a. Proposed new Principal Investigator will begin a new proposal (may use “copy” function from the pre-existing project);
   b. Under proposal type, choose the “non-competing/progress report”;
   c. Designating the appropriate proposal in the Parent Proposal field;
   d. The Research Team screen should include all previously involved personnel who will continue to participate on the project;
   e. The Budget Screen should list $0 as the proposed funding unless new funding (as opposed to carry-forward) is being requested;
   f. If the outgoing PI is from a separate department from the new PI, the outgoing PI’s unit should be added to the Approving Departments screen so that the unit relinquishing the project may approve.
2. OSP:
   a. OSP review and approval follows the same procedure as for other proposals;
   b. All hard copy and/or electronic correspondence and/or related to PI change requests are to be attached within RAMSeS;
   c. Once approved through RAMSeS, the Grant Officer may
      i. Review and approve according expanded authorities, if applicable; or
      ii. Submit formal request to sponsor for review;
   d. Upon approval of the request, the Grant Officer should create an award action in RAMSeS as a $0.00 award and submit the Award Coversheet to the Data Manager;
   e. Data manager will review and submit to OCG.

Exceptions
N/A