Clemson University
College/OSP/SPAA
Procedure for Change in Principal Investigator At Post Award Stage
Effective 5/6/09
Revised 7/22/10; revised 4/8/11.

Action Sequence	Action Description	Responsible	Notes
	When project is to remain at Clemson		General reasons for PI change on a project: • PI leaving Clemson • PI retiring, no longer available to participate in the project • PI reassigned to other duties and no longer available to participate in project • PI illness or death
1	Department Administrator or Principal Investigator notifies College Grant Coordinator	Dept. Adm., PI	Notification can be via email or phone call. CGC will instruct Dept. Adm. or PI of the procedures
2	College Grant Coordinator: Coordinates the approval package of the change through the University channels.	CGC, PI, Dept.Ch, ADR	**Approval package contains**: • Completed proposal processing form signed by New PI, Dept. Ch., Dean • Effective Date of the PI Change • Memo for justification of the PI Change with place for CU AOR signature • CV and Current and Pending Support for New PI
3	CGC emails respective OSP-GA.	CGC	CGC will note in the S*ubject Line* of email; **PPN#, PI Change, project # XXX-XXXXXXX**
4	OSP-GA obtains CU-AOR or his designee approval signature on the memo. Uploads package to InfoEd Attachment Panel.	OSP-GA	The package should be saved in the Attachment panel **under folder named *"Proposal Revision"***
5	OSP-GA through the InfoEd Communication Panel, forwards the approved package to SPAA-FM	OSP-GA	OSP-GA will note in the subject line of this email: **PPN#, PI Change, project # XXX-XXXXXXX**
6	SPAA-FM will request approval from the sponsor	SPAA-FM	
7	After approval from sponsor has been received, SPAA-FM will: • update CUBS project file, • Send Award Notification Modification to the established contacts for the project.	SPAA-FM	The Award Notification Modification is sent via email to PI, CGC, CFM, CUOSP. Subject line of the email: **project # XXX-XXXXXXX, PI Change Approved**
8	CUOSP contact in OSP will update InfoEd record	CUOSP Contact	Record update consists of: • Uploading the Award Notification Modification to the Attachment Panel • Updating Personnel Panel

Key:
OSP-GA = Office of Sponsored Programs Grants Administrator
CU AOR = Clemson University Authorized Organization Representative
CGC= College Grant Coordinator
CFM= College Fiscal Manager/College Accountants
Dept. Adm.= the Departmental Administrator
Dept. Ch. = Department Chair

SPAA-FM = Sponsored Programs Accounting and Administration Fiscal Manager
SPAA Director = Sponsored Programs Accounting and Administration Director
PI = Principal Investigator
CUOSP= OSP general office email address
ADR=Associate Dean for Research