# Procedure for Change in Principal Investigator At Post Award Stage

**Effective 5/6/09**  
Revised 7/22/10; revised 4/8/11.

<table>
<thead>
<tr>
<th>Action Sequence</th>
<th>Action Description</th>
<th>Responsible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department Administrator or Principal Investigator notifies College Grant Coordinator</td>
<td>Dept. Adm., PI</td>
<td>Notification can be via email or phone call. CGC will instruct Dept. Adm. or PI of the procedures</td>
</tr>
</tbody>
</table>
| 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 **Subject 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  
- SPAA-FM = Sponsored Programs Accounting and Administration Fiscal Manager  
- CU AOR = Clemson University Authorized Organization Representative  
- SPAA Director = Sponsored Programs Accounting and Administration Director  
- CGC = College Grant Coordinator  
- PI = Principal Investigator  
- CFM = College Fiscal Manager/College Accountants  
- ADR = Associate Dean for Research  
- Dept. Adm. = the Departmental Administrator  
- Dept. Ch. = Department Chair

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