

Overview: A 'Personnel Change' Amendment/Modification should be requested to change the personnel on a project.

Examples:

1. To change a Principal Investigator (PI) or other key personnel on a project.

Where to Start

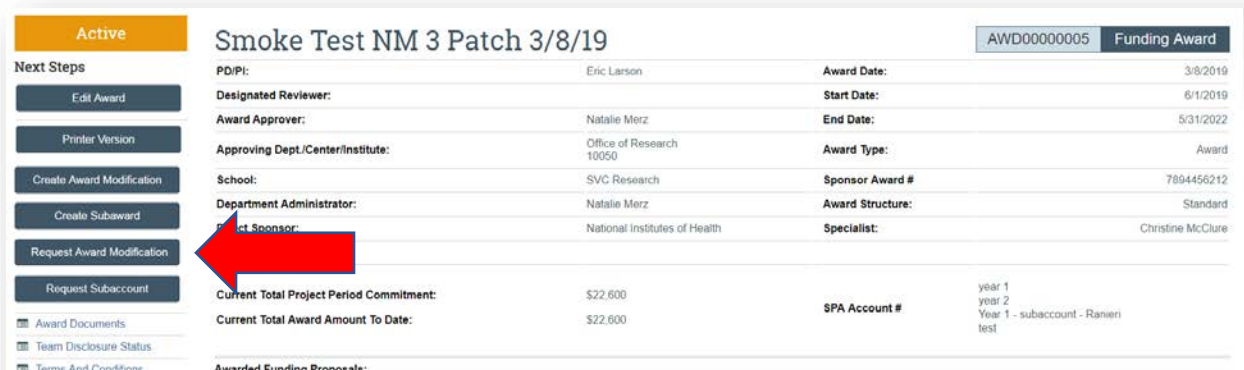
1. Log-in to MyFunding and search for the award in the Awards tab:



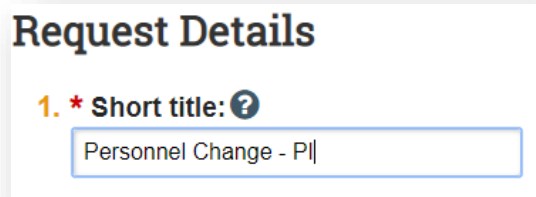
2. Search for the award in the search box and click on the 'Name' of the award:



3. Once in the award workspace click on 'Request Award Modification':



4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes 'Personnel Change':

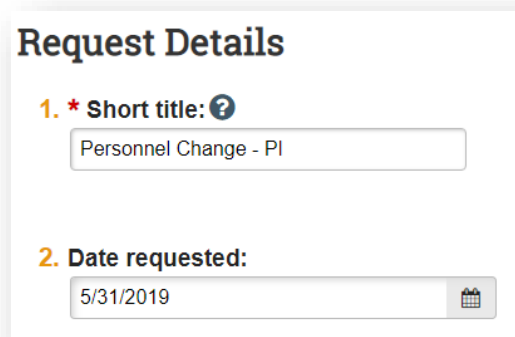


Request Details

1. * Short title: ?

Personnel Change - PI

- b. Enter the 'Date' of the amendment/modification request:



Request Details

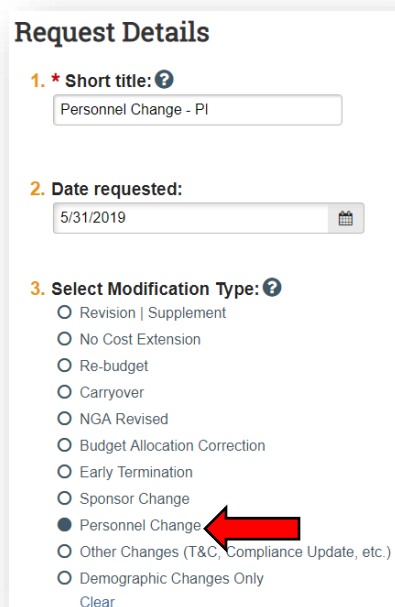
1. * Short title: ?

Personnel Change - PI

2. Date requested:

5/31/2019

- c. Select 'Personnel Change' as the 'Modification Type':



Request Details

1. * Short title: ?

Personnel Change - PI

2. Date requested:

5/31/2019

3. Select Modification Type: ?

- ☐ Revision | Supplement
- ☐ No Cost Extension
- ☐ Re-budget
- ☐ Carryover
- ☐ NGA Revised
- ☐ Budget Allocation Correction
- ☐ Early Termination
- ☐ Sponsor Change
- ☒ Personnel Change
- ☐ Other Changes (T&C, Compliance Update, etc.)
- ☐ Demographic Changes Only

[Clear](#)

d. Enter a description of the request in the Comments box:

4. Comments:

Changing the PI on the project

e. Provide any comments including updated department numbers if applicable. Attach Supporting Documents. Click 'Finish' in the bottom right-hand corner:

4. Comments:

Changing the PI on the project

5. Supporting Documents:

+ Add

There are no items to display

Back Save Print Finish

5. Click "Assign Submitter". Assign the submitter as **your Dean's area reviewer** and select 'OK':

Draft

Edit Modification Request

Print Version

→ Submit to Specialist

← Withdraw

Copy

Assign Submitter

Log Comment

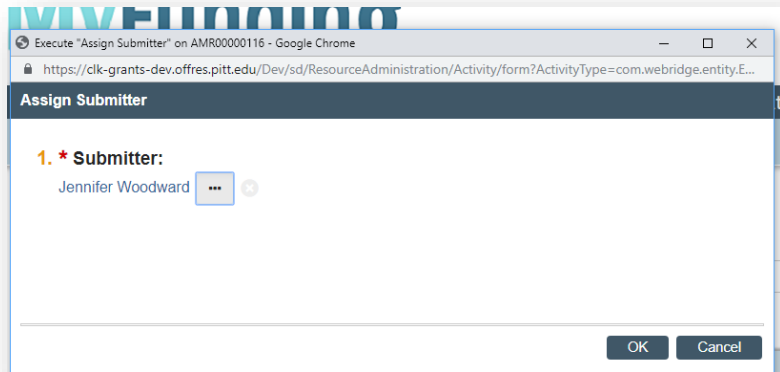
Personnel Change - PI

Submitted By: Nicole Webb

Specialist: Guy Serrapere

History

Attachments



What do I attach?

1. Any documents requiring a signature by the Office of Sponsored Programs
2. Any other school-specific required documents
3. NOA/sponsor document noting change (if applicable)
4. Compliance approvals (if applicable)
5. A PI certification from the new Principal Investigator

Where do I attach the documents?

Documents should be attached in the modification request SmartForm under Supporting Documents. See step 4. e.

What's Next?

1. The Dean's area reviewer will review the amendment/modification request and if acceptable, will use the 'Submit to Specialist' activity in the amendment/modification workspace to send the amendment/modification request to the OSP.

Department - Creating an Amendment/Modification Request: Personnel Change (Change of PI)

Draft

Testing In box

AMR00000413 Modification Request

Submitted By: Natalie Merz Request Date: 4/3/2019

Specialist: Zachary Bymes Award: AWD00000005 (AWD00000005)

Print Version

Submit to Specialist

Withdraw

Copy

Assign Specialist

Log Comment

Activity	Author	Activity Date
Submitter Assigned	McClure, Christine Lynn	4/3/2019 11:47 AM

2. If accepted by OSP, the amendment/modification request will be “Approved”, and the OSP will create the amendment/modification for the award and send the required documents to Sponsored Programs Accounting (SPA) to have the SPA account updated.