



Guidelines for Requesting a Change of Principle Investigator

Occasionally, a Principal Investigator (PI) is unable to fulfill their responsibilities as PI, or has chosen to leave the university. In such cases, the PI should contact the Grants Accountant in the Controller's Office (Jeff Selner; 920 465-2001; selnerj@uwgb.edu) immediately for consultation.

As the grantee institution, UWGB is obligated to comply with sponsor regulations. Not informing the sponsor of a PI change may compromise the university's relationship with the sponsor and can have costly consequences to the Department and University. All notifications to sponsors must be in writing.

General Process (may vary by sponsor):

1. Consultation with the Grants Accountant in the Controller's Office (Jeff Selner; 920 465-2001; selnerj@uwgb.edu).
2. Request a change in PI by drafting a letter or email to the authorized organizational official of the funding organization (e.g. program officer), CCing the Grants Accountant (Controller's Office), and your Supervisor and Dean/Division Head, and the Assoc. VC for Academic Affairs. Include the following information:
 - a. Reason for the requested change
 - b. Any changes in the level of effort (current and/or proposed PI)
 - c. Any budget changes resulting from the requested changes in PI
 - d. Biographical sketch of the proposed new PI (level of detail will vary by funder)
 - e. Status of required certifications for new PI (*if project requires IRB, IACUC, IBC, etc review*)
3. Sign/e-mail the request.
4. Provide "signed" approval of request from the authorized organizational official (funder) to Grants Accountant, CCing your Supervisor, Dean/Division Head, and Assoc. VC for Academic Affairs.

Updated 6/28/2018