

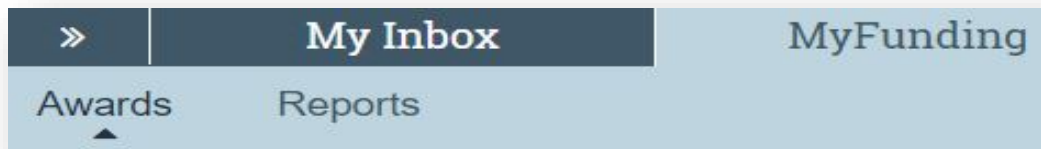
Overview: A 'Personnel Change' Amendment/Modification should be requested to change the personnel on a project.

Examples:

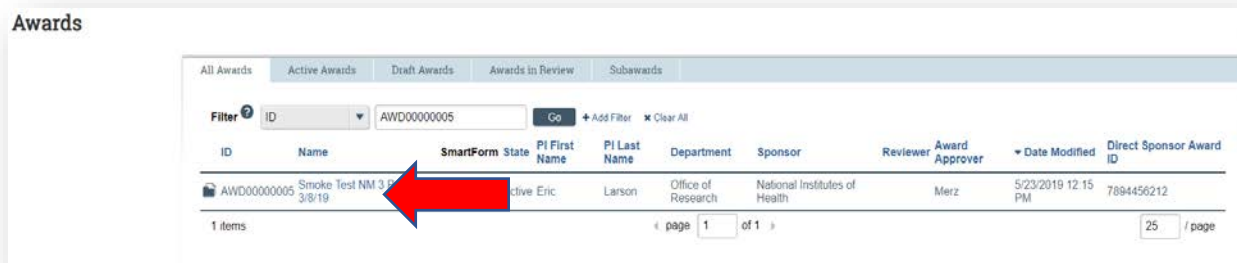
1. To change a Principal Investigator (PI) or other key personnel on a project.

Where to Start

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



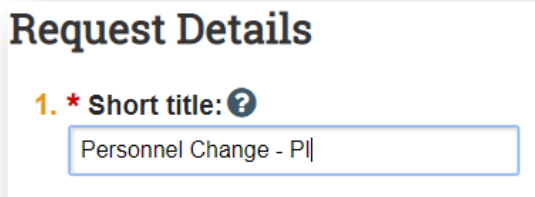
2. Search for the award in the search box and click on the 'Name' of the award:



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':

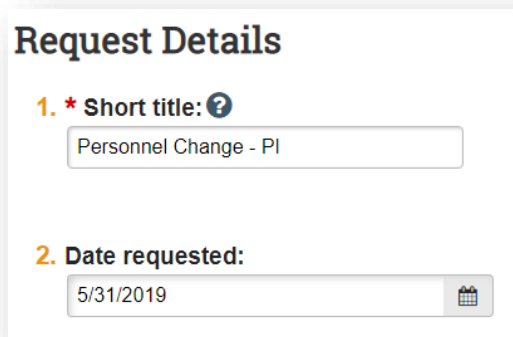


Request Details

1. * Short title: ?

Personnel Change - PI

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



Request Details

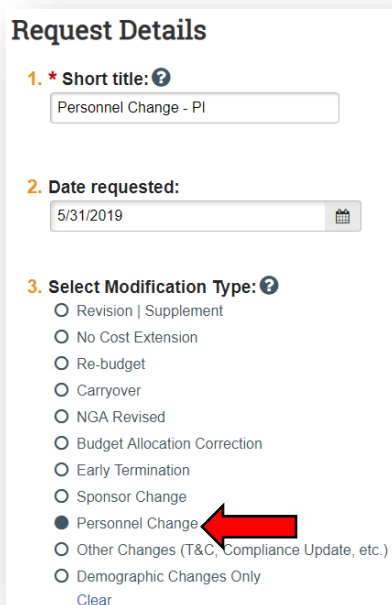
1. * Short title: ?

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:

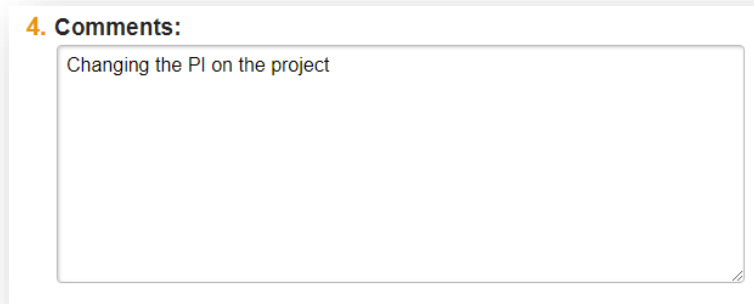
5/31/2019

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. Click 'Finish' in the bottom right-hand corner:



4. Comments:

Changing the PI on the project

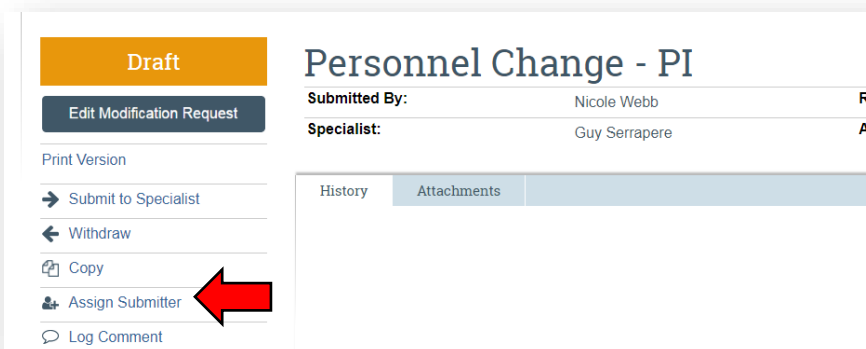
5. Supporting Documents:

+ 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

Personnel Change - PI

Submitted By: Nicole Webb Re

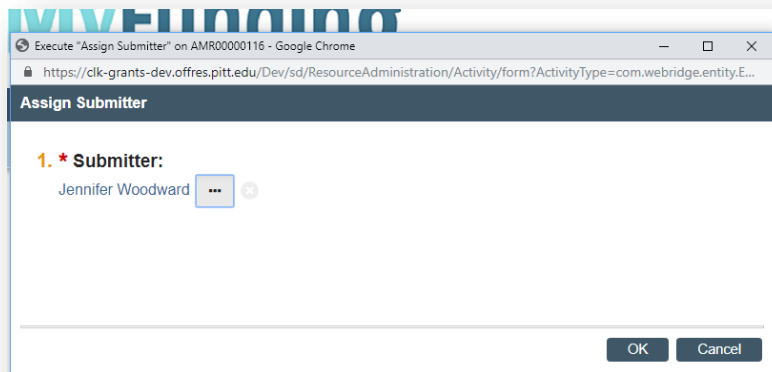
Specialist: Guy Serrapere Aw

Print Version

- Submit to Specialist
- ← Withdraw
- 📄 Copy
- 👤 Assign Submitter
- 💬 Log Comment

History Attachments

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

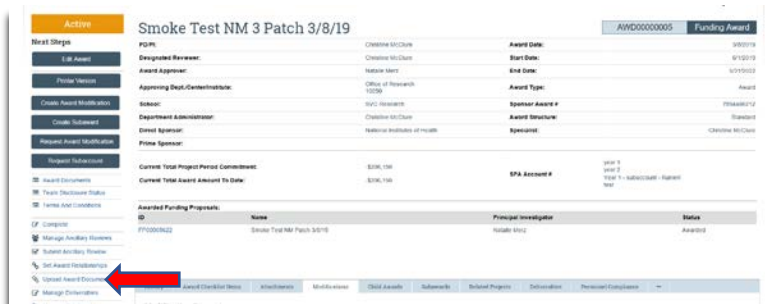


What do I attach?

1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. NOA/sponsor document noting change (if applicable)
4. Compliance approvals (if applicable)

Where do I attach the documents?

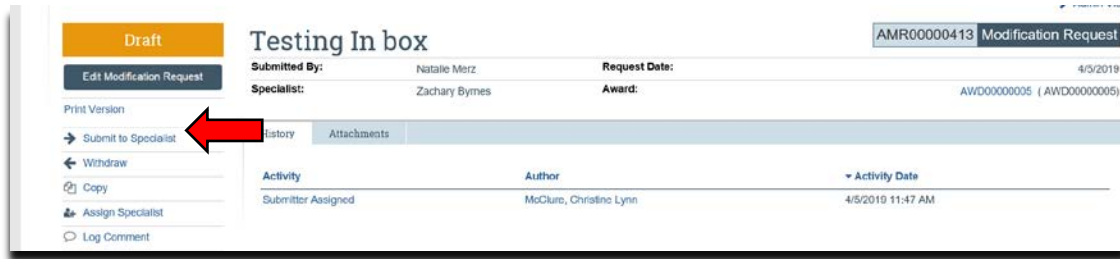
Documents should be attached in the award workspace using the 'Upload Award Documents' activity:



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 Office of Research (OR).

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



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