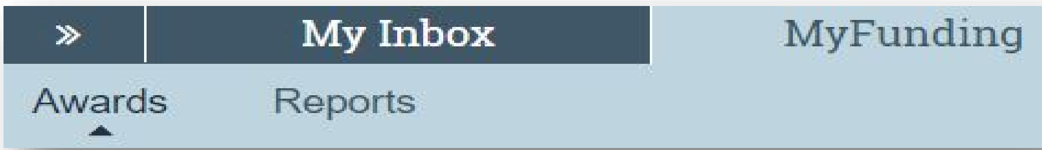
**Overview:** A 'Personnel Change' Amendment/Modification should be requested to change the personnel on a project.

**Examples:**

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

**Where to Start**

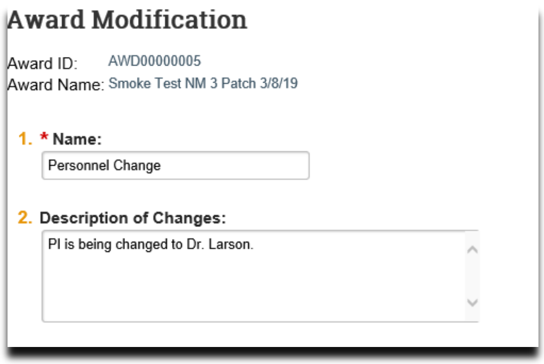
1. Log-in to MyFunding and search for the award in the Awards tab:



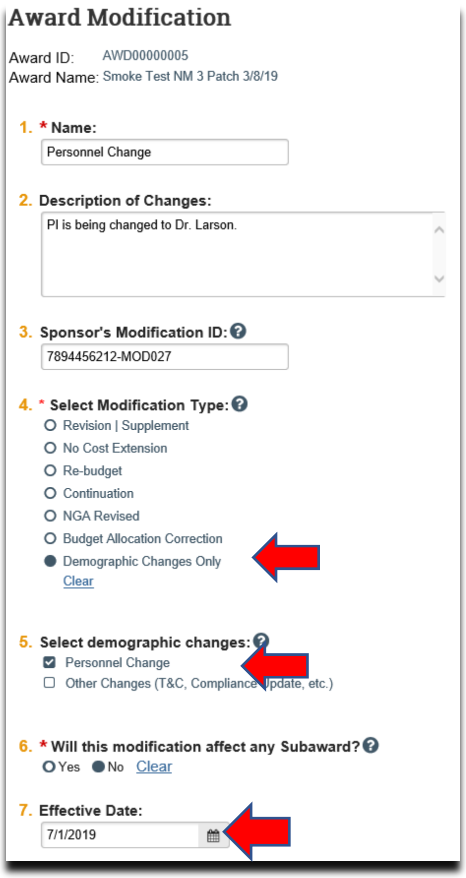

2. Search for the award in the search box and click on the 'Name' of the award:


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

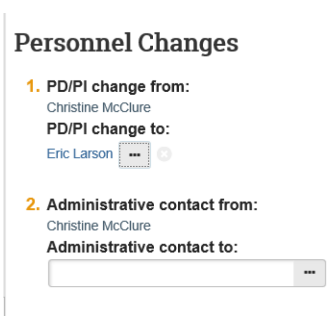
4. On the 'Award Modification' page enter the following information:
    a. Enter a 'Name' for the amendment/modification that includes 'Sponsor Change'
    b. Enter a 'Description of the Changes' for the amendment/modification request:



5. Select 'Demographic Change' as the 'Modificaiton Type'
6. Select 'Personnel Change' as the 'Demographic Change'
7. Enter an 'Effective Date' and click 'Continue':

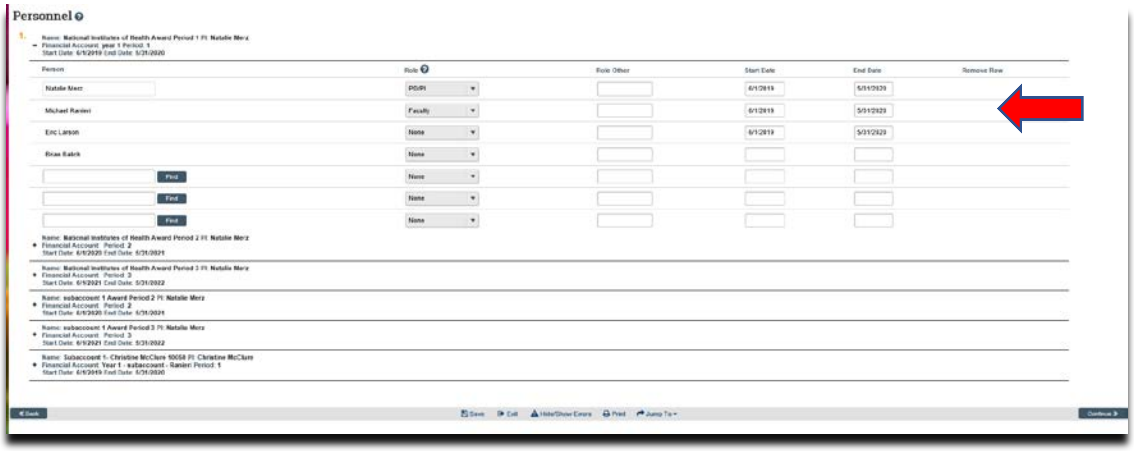



8. On the 'Personnel Changes' page enter the following:
    a. New 'PD/PI'
    b. New 'Administrative Contact (Department Administrator)' (if applicable)




    c. Click 'Continue'

9. On the 'Personnel Screen' remove the current 'PD/PI' and update the 'Role' of the new 'PD/PI':




10. On the 'Completed Award Modification' page click 'Finish':


11. In the modification workspace, click on the 'Parent Award' title to return to the main award workspace:


**What should be attached by the department (if it was not included with the 'Modification Request')?**

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)

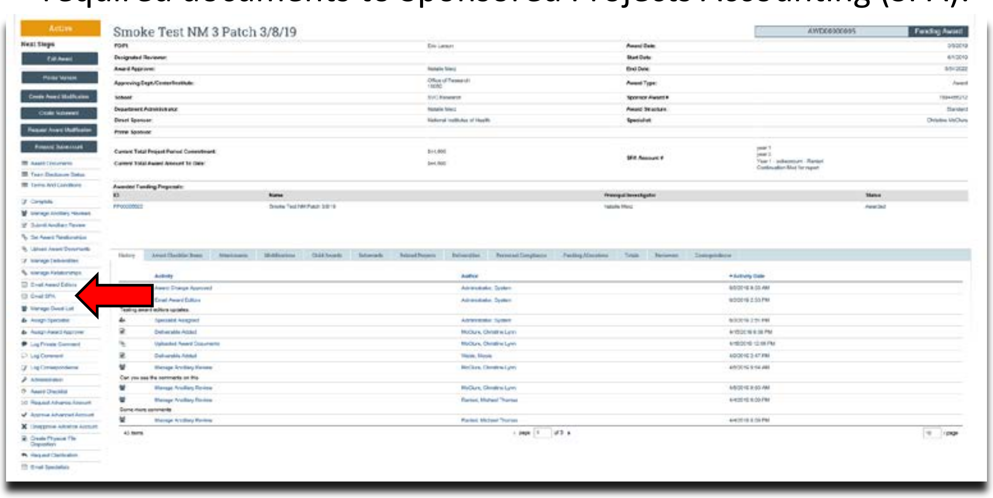
## Where do I attach the documents?

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


## What’s Next?

1. If the amendment/modification requires sponsor approval, or is out for signature, the specialist will click ‘Send for Sponsor Approval’.
2. Once the amendment/modification is approved/completed the specialist clicks ‘Approve’ in the modification workspace:


3. In the award workspace the specialist clicks ‘Email SPA’ to send the required documents to Sponsored Projects Accounting (SPA):



4. The ‘Email SPA’ activity will open to allow comments and document to be attached to the activity, then click ‘Ok’ to complete the process: