

ORED Practice on Changing PIs or Key Personnel

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Because approval of a project is based to some degree on factors such as the qualifications, reputation and skills of the PI or co-PI, in most cases, the sponsor will require notification or approval of significant change in the PI or co-PI's level of participation in the project. The sponsor usually has the option to approve or disapprove any changes to key personnel. Approval is required in advance and can take months to process. It is therefore recommended that the process be started as quickly as possible when a known change is needed.

Generally speaking, there are three types of changes to PIs, co-PIs or key personnel: 1) addition of key personnel, 2) deletion of key personnel and 3) change in status of key personnel. The change in status can be a reduction of 25% or more of time committed to the project, a leave of absence of three months or more, or the withdrawal of the PI or other key personnel from the project.

Any changes to cost share commitment, credit and/or F&A credit must also be documented. An Internal Change of PI/Key Personnel Request form must be completed and signed for each project. The form may be found at <http://research.unl.edu/sponsoredprograms/forms-templates/>.

The PI is responsible for initiating notification of any such change, and all notification should be forwarded to OSP for review, approval and transmission to the sponsor. In the event that the PI, due to the reason for the change in status or effort, is unable to initiate such notification, the academic unit or center is responsible for completing the form and forwarding it to OSP. If additional documentation (for example, a biosketch or current and pending statement) is required by the sponsor, OSP will contact the department or center and request the document(s). If the change is a reduction in commitment or the permanent removal of a person, a statement describing how the project will be managed through completion will be required and should be forwarded with the form to OSP. OSP will submit the required documentation to the sponsor. Any active NDAs or MTAs shall be reviewed for possible changes or updates. Any active IRB, IBC or IACUC protocols shall be reviewed and revised or closed as the circumstances dictate. In all cases, a change request to update this information must be submitted for each IRB, IACUC and IBC project in order to ensure appropriate forms and information are updated and available.

In case of a dispute, the vice chancellor for research and economic development will have jurisdiction.

See also: ORED PRACTICE ON NAMING PIs and ORED Process when a PI or Co-PI leaves UNL.