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| **REQUEST FOR INTERNAL CHANGE OF PI/KEY PERSONNEL**  *Submit this form to OSP whenever significant changes to Senior Personnel on a sponsored program need to be processed.* | | | | | | | | | | | | | | | | |
| PROJECT INFORMATION | | | | | | | | | | | | | | | | |
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| **NUgrant Form ID #:** | | | | **Sponsor Agency**: | | | | | | | | **Administering Department**: | | | | |
| **Current PI**: | | | | **WBS#**: | | | | | | | | **Award No**: | | | | |
| **CHANGE OF PERSONNEL INFORMATION** | | | | | | | | | | | | | | | | |
| 1. Select the request type: | | Change of PI and/or  Change in Other Key Personnel | | | | | | | | | | | | | | |
| 1. Date personnel changes will be effective: | | | | | \*\*/\*\*/\*\* | | | | | | | | | | | |
| 1. Will there be any changes to the current **cost share commitment**?   *Any changes listed in the table below will be considered approved based on signatures below.* | | | | | | | | | | Yes  No  If yes, complete table below. | | | | | | |
| **Cost Share Commitment Changes, if applicable** | | | | | | | | | | | | | | | | |
| **Name** | | | **Department** | | | | **% FTE** | | | | | | **Cost Object #** | | | |
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| 1. Has the PI discussed/notified the funding agency (Program Officer) of the intended change in key personnel?If yes, please describe here or attach documentation: | | | | | | | | | | | | | Yes  No | | | |
| 1. Have all required progress reports (quarterly/annual) been filed with the funding agency? | | | | | | | | | | | | | Yes  No | | | |
| **CHANGES IN PERSONNEL DISTRIBUTION** | | | | | | | | | | | | | | | | |
|  | | | | | | **CURRENT DISTRIBUTION** | | | | | | | **NEW DISTRIBUTION** | | | |
| **#** | **Key Personnel Name**  **start w/PI even if no PI change** | **Department** | | | **College** | **% Credit** | | | **% F&A** | | **Academic Person Months** | **Summer Person Months** | **% Credit** | **% F&A** | **Academic Person Months** | **Summer Person Months** |
| **1** |  |  | | |  |  | | |  | |  |  |  |  |  |  |
| **2** |  |  | | |  |  | | |  | |  |  |  |  |  |  |
| **3** |  |  | | |  |  | | |  | |  |  |  |  |  |  |
| **4** |  |  | | |  |  | | |  | |  |  |  |  |  |  |
| **5** |  |  | | |  |  | | |  | |  |  |  |  |  |  |
| **TOTAL** | | | | | | **0%** | | | **0%** | | N/A | N/A | **0%** | **0%** | N/A | N/A |
| *This table* ***MUST*** *be populated. Please remember % Credit and % F&A have to total 100% when the change is complete.* | | | | | | | | | | | | | | | | |
| SIGNATURES DESIGNATING APPROVAL FOR THE CHANGE OF PIIf no change to PI, then signatures only Current PI column signatures needed for other Key Personnel changesKey Personnel signatures should be obtained on page 2 | | | | | | | | | | | | | | | | |
| Current PI (#1 above): | | | | | | | | New PI: | | | | | | | | |
| Current PI Center Director (if applicable): | | | | | | | | New PI Center Director (if applicable): | | | | | | | | |
| Current PI Department Chair: | | | | | | | | New PI Department Chair: | | | | | | | | |
| Current PI Dean: | | | | | | | | New PI Dean: | | | | | | | | |

\*\*\*If additional signatures are required, please include on back of form or add a page\*\*\*

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| SPONSORED PROGRAMS REVIEW |

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUgrant updated on: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SAP updated on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional signature sections, if needed for multiple Key Personnel listings:

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| SIGNATURES DESIGNATING APPROVAL FOR THE CHANGE OF SENIOR PERSONNEL #2 on page 1 | |
| Current Key Person (#2 on page 1): | New Key Person: |
| Current Key Person Center Director (if applicable): | New Key Person Center Director (if applicable): |
| Current Key Person Department Chair: | New Key Person Department Chair: |
| Current Key Person Dean: | New Key Person Dean: |

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| SIGNATURES DESIGNATING APPROVAL FOR THE CHANGE OF SENIOR PERSONNEL #3 on page 1 | |
| Current Key Person (#3 on page 1): | New Key Person: |
| Current Key Person Center Director (if applicable): | New Key Person Center Director (if applicable): |
| Current Key Person Department Chair: | New Key Person Department Chair: |
| Current Key Person Dean: | New Key Person Dean: |

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| SIGNATURES DESIGNATING APPROVAL FOR THE CHANGE OF SENIOR PERSONNEL #4 on page 1 | |
| Current Key Person (#4 on page 1): | New Key Person: |
| Current Key Person Center Director (if applicable): | New Key Person Center Director (if applicable): |
| Current Key Person Department Chair: | New Key Person Department Chair: |
| Current Key Person Dean: | New Key Person Dean: |

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| SIGNATURES DESIGNATING APPROVAL FOR THE CHANGE OF SENIOR PERSONNEL #5 on page 1 | |
| Current Key Person (#5 on page 1): | New Key Person: |
| Current Key Person Center Director (if applicable): | New Key Person Center Director (if applicable): |
| Current Key Person Department Chair: | New Key Person Department Chair: |
| Current Key Person Dean: | New Key Person Dean: |

**Please add pages and secure the necessary signatures if more individuals are listed on the routing form being changed.**