



Change of Key Personnel Form Guide

Table of Contents

When Do You Need to Complete a Change of Key Personnel Form?	1
Starting a Key Personnel Change Form.....	2
Completing the Key Personnel Change Request Form	6
Form Preparation Page 1 (Personnel).....	6
Form Preparation Page 2 (Allocations)	8
Form Preparation Page 3 (Additional Documents)	9
Form Submission	10
Routing and Review Process	11
Initial Review	11
Routing	11
Final Review	11
Change Form Details.....	12
Change Forms Index.....	14
Form Numbering and Versioning.....	17
Project Filters	18
Reporting.....	19
As of Date Field	19
New Report: Active Change Form Report.....	19
Support.....	21

When Do You Need to Complete a Change of Key Personnel Form?

An internal change of key personnel form is required if:

- The Principal Investigator (PI) on a project is changing, or
- If sponsor approval is needed for other key personnel changes.

The definition of key personnel may vary by sponsor. Questions about whether a key personnel change form is needed should be directed to your assigned Pre-Award Coordinator or to osp-preaward@unl.edu.

If you do not know your assigned coordinator, you can look up their name and contact information here: [Find Your OSP Contacts](#).

Starting a Key Personnel Change Form

To start the key personnel change form, navigate to NuRamp (<https://nuramp.nebraska.edu/login>), click the appropriate sign-in option, and enter your institutional credentials on the next screen.

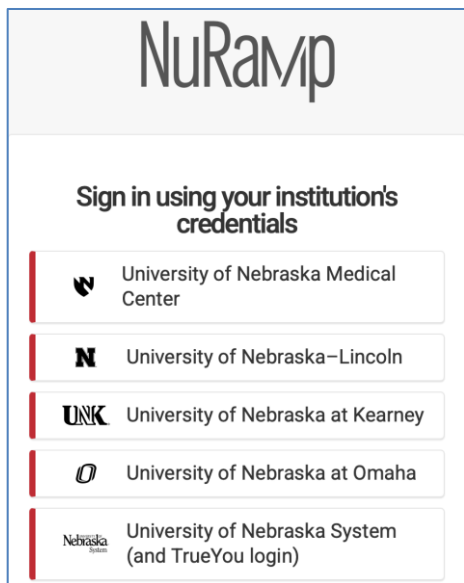


Figure 1. NuRamp login screen

Once logged in, click on the hamburger icon or the word “Modules” in the upper left corner.



Figure 2. NuRamp menu access

The menu will open, and you can click on the Office of Sponsored Programs module.

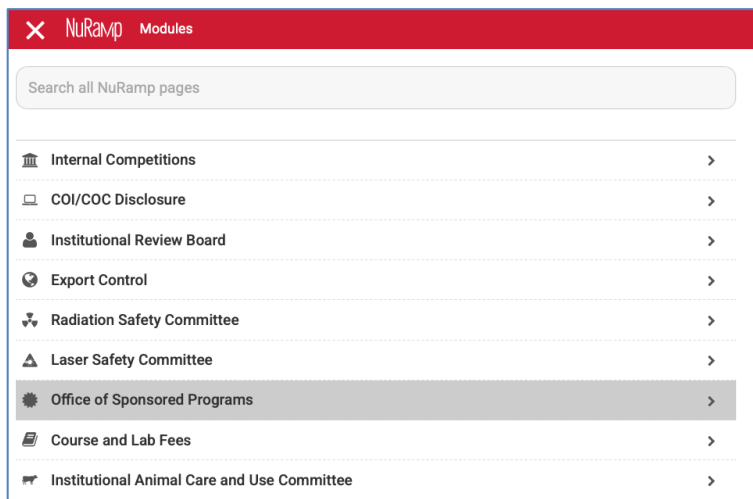


Figure 3. Sponsored Programs module within the menu (your view may differ slightly)

Click on either the Projects or Forms link in the menu to access the list of NuRamp forms available for you to view.

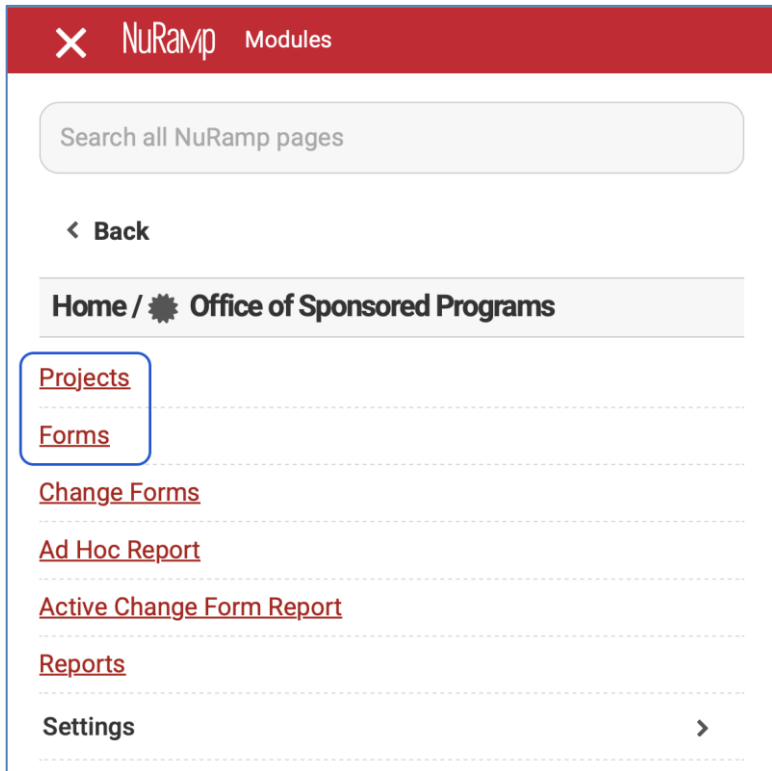


Figure 4. Sponsored Programs module menu

Use the filters on the Projects or Forms index page to locate the routing form you wish to modify. Click the link in the Project ID or Form ID column, depending on which page you have chosen to search from.

Project ID	Lead Investigator	Sponsor	Status	Title	Projected Start Date	Projected End Date	Requested	Awarded
UNL-00070095	Andrea Koeber		Active				\$0	\$0

Figure 5. Search result on Projects index (this view is customizable by the user, so yours may look different)

Form ID	Project ID	PI	Sponsor	Status	Short Title	Start Date	End Date	Requested	Awarded
UNL-00170020	UNL-00070095	Andrea Koeber		Preparation				\$0	

Figure 6. Search result on Forms index (this view is customizable by the user, so yours may look different)

If you search from the Projects index page, you will be taken to the Project Summary. From there, you will need to click on the latest routing form in the project to continue.

If you search from the Forms index page, the link will take you directly to the routing form.

Once you are on the routing form, click the “Add New Form” button.

Office of Sponsored Programs

★ Project ID UNL-00070570 Change Form Test Project #3

[← Back to Change Forms](#)
[Form PDF](#)
[+ Add a new form](#)

Filter tabs: Project Personnel Change Routing Form Current Version no tab filter applied

Project UNL-00070570	UNL-00171734-02c Personnel Change Initial Review	UNL-00171734-02 Routing Form Awarded	UNL-00171734-01c Personnel Change Approved	UNL-00171734-01 Routing Form Awarded
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🔍 Key Information

📅 Workflow Progress

🔍 **Key Information**

Figure 7. Add New Form button

The options available on the next page will depend on the status of the routing form. If you have questions about why you can or cannot add a new routing form or change of key personnel form, please reach out to Sponsored Programs using the contact information in the Support section at the end of this document.

Office of Sponsored Programs

Add a Form to Project

[← Back to Summary](#)

Select the applicable form below:

Project ID: UNL-00070568
Project Title: Change Form Test Project #1
Project Status: Active
Lead Investigator: UNL OSP PI1 Test Account

+ Add a New Form to This Project

Add a New Form to This Project

Add a new form to the existing project.

+ Start a Personnel Change Request Form

Personnel Change Request Form

Add a personnel change request form if

Figure 8. Both a new routing form and a personnel change form can be added

Office of Sponsored Programs

Add a Form to Project

← Back to Move this Form to another project

Select the applicable form below:

Project ID: UNL-00070570
Project Title: Change Form Test Project #3
Project Status: Active
Lead Investigator: UNL OSP PI1 Test Account

<p>➕ Add a New Form to This Project</p>	<p>Add a New Form to This Project Add a new form to the existing project,</p>
<p>i This type of form cannot be started at this time due to the following reason(s):</p> <ul style="list-style-type: none"> • The latest routing form has not been completed. 	
<p>➕ Start a Personnel Change Request Form</p>	<p>Personnel Change Request Form Add a personnel change request form i</p>
<p>i This type of form cannot be started at this time due to the following reason(s):</p> <ul style="list-style-type: none"> • The latest routing form has not been completed. 	

Figure 9. Neither a routing form nor a personnel change form can be added

Office of Sponsored Programs

Add a Form to Project

← Back to Summary

Select the applicable form below:

Project ID: UNL-00070573
Project Title: Change Form Test Project #1
Project Status: Active
Lead Investigator: UNL OSP PI1 Test Account

<p>➕ Add a New Form to This Project</p>	<p>Add a New Form to This Project Add a new form to the existing project,</p>
<p>➕ Start a Personnel Change Request Form</p>	<p>Personnel Change Request Form Add a personnel change request form i</p>
<p>i This type of form cannot be started at this time due to the following reason(s):</p> <ul style="list-style-type: none"> • The latest routing form has not been completed. 	

Figure 10. A routing form can be added but not a personnel change form

Completing the Key Personnel Change Request Form

The form consists of three pages: Personnel, Allocations, and Additional Documents. Each is briefly described below.

Form Preparation Page 1 (Personnel)

The first questions on the form gather information about the nature of the requested change and the project overall.

1. Personnel (Form Preparation)

Project ID: UNL-00070569 Sponsor: NSF
Project Title: Change Form Test Project #2 Award Number:
Change Form ID: UNL-00171733-01c Projected Awarded Period: 03/01/2026 - 02/28/2029
Status: Preparation Projected Awarded Amount: \$699,750.00
PI Name: UNL OSP P11 Test Account

* indicates a required field

* 1. Briefly describe the change being requested and why

* 2. Date the changes will be effective

* 3. Has there been any communication with the sponsor regarding the proposed personnel change?

* 4. Have all required progress reports (quarterly/annual) been filed with the funding agency?

Figure 11. Form Preparation - Personnel

The information on the remainder of the page of the key personnel change form is pre-populated from the associated routing form. All pre-filled information on the page is editable and should be updated as needed.

Notice:
All center and personnel information below were pre-populated from the most recent form in this project. You can update any of this information to reflect the new center and personnel allocations.

Figure 12. The notice on the page informs that all pre-filled information is editable

Center Information

* Is this proposal being submitted through a VCR approved center?

* Center Name

* Are there other VCR Approved Centers involved?

Figure 13. VCR center information

Lead

* Personnel (searching UNL)

UNL OSP PI1 Test Account - torp.brja@gmail.com - +1-928-417-4474 [UNL] ✕

* Department

School of Biological Sciences [UNL] ▾

* College

College of Arts and Sciences [UNL] ▾

Figure 14. Lead PI information

Other Personnel

Other Personnel

UNL OSP PI2 Test Account - lgerhold@gmail.com - 442-257-2098 (UNL) [Remove] [Edit/View]

➕ Add New Other Personnel

Figure 15. Other personnel information

Once the page is complete, you must check the box at the bottom and save. The page can be saved without all required information. If the box is checked and all required fields not completed, you will receive an error message.

Check if this page is complete ?


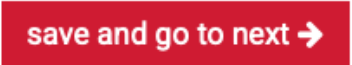
 save |  save and go to next →

Figure 16. Saving the information on the page

Form Preparation Page 2 (Allocations)

On the second page of the key personnel form, complete the new allocations for the VCR center (if applicable) and personnel.

2. Allocations (Form Preparation)

Project ID: UNL-00070569
Project Title: Change Form Test Project #2
Change Form ID: UNL-00171733-01c
Status: Preparation
PI Name: UNL OSP P11 Test Account

Sponsor: NSF
Award Number:
Projected Awarded Period: 03/01/2026 - 02/28/2029
Projected Awarded Amount: \$699,750.00

* indicates a required field

Center Allocation

Center Name	* % Allocation
Nebraska Center for Virology (lead)	<input type="text"/>
Total	0

Figure 17. VCR Center allocation

Personnel Allocation

Note: 12 month appointments should only use the academic year box below

Personnel	* % Credit	* % F&A	PM Academic	PM Summer
UNL OSP P11 Test Account (lead) School of Biological Sciences College of Arts and Sciences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UNL OSP P12 Test Account School of Veterinary Medicine and Biomedical Sciences IANR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0		

Figure 18. Personnel allocation

Once the page is complete, you must check the box at the bottom and save. The page can be saved without all required information. If the box is checked and all required fields not completed, you will receive an error message.

Check if this page is complete

[← save and go to previous](#) [save](#) [save and go to next →](#)

Figure 19. Saving the information on the page

Form Preparation Page 3 (Additional Documents)

Use this page to upload correspondence with the sponsor (if applicable), the latest progress report (if applicable), and any documents necessary to review and process the key personnel change request with the sponsor.

These fields are not marked as required in NuRamp because sponsor requirements may vary. It is up to the submitter to know what documents are needed based on sponsor guidelines.

3. Additional Documents (Form Preparation)

Project ID: UNL-00070569	Sponsor: NSF
Project Title: Change Form Test Project #2	Award Number:
Change Form ID: UNL-00171733-01c	Projected Awarded Period: 03/01/2026 - 02/28/2029
Status: Preparation	Projected Awarded Amount: \$699,750.00
PI Name: UNL OSP PI1 Test Account	

* indicates a required field

Additional Documents

Upload biosketch and current and pending/other support for new personnel.

no files selected

Upload any supporting documents here.

no files selected

Figure 20. Additional documents upload page

Once the page is complete, you must check the box at the bottom and save. The page can be saved without all required information. If the box is checked and all required fields not completed, you will receive an error message.


Check if this page is complete 

Figure 21. Saving the information on the page

Form Submission

Once the form preparation pages have been filled out completely and the box at the bottom of each page checked, the form can be submitted for review. On the Form Submission page, click the “Submit Form” button to notify Sponsored Programs that the form is ready for review.

The screenshot shows a web interface for form submission. At the top, a 'Workflow in progress' section indicates that the current step is 'Form Submission'. Below this, the page title is 'Form Submission (Form Submission)'. A metadata section displays project details: Project ID: UNL-00070569, Project Title: Change Form Test Project #2, Change Form ID: UNL-00171733-01c, Status: Preparation, PI Name: UNL OSP PI1 Test Account, Sponsor: NSF, Award Number: (blank), Projected Awarded Period: 03/01/2026 - 02/28/2029, and Projected Awarded Amount: \$699,750.00. At the bottom, there is a 'Submit Form' section with a prominent red 'Submit Form' button.

Figure 22. Form submission page

Once you have submitted the form, the submit button will be grayed out and you can no longer make edits to the form pages (unless revisions are requested by the reviewers, as noted in the next section).

The screenshot shows the same web interface after the form has been submitted. The 'Workflow in progress' section now shows a green checkmark and states: 'You have completed the Form Submission portion of this workflow, but the entire process is not finished.' Below this, the next step is highlighted as 'Initial Review' with a red arrow. The metadata section remains the same, but the Status is now 'Initial Review'. The 'Submit Form' section now displays a green checkmark and a 'Success' message: 'Form has been submitted to Sponsored Programs for review. Once reviewed, the form will be routed for signatures or returned to you for revisions, if needed.' The 'Submit Form' button is now grayed out.

Figure 23. Form submission page after submission

Routing and Review Process

Initial Review

After submission, the form moves into Initial Review status. In this stage, Sponsored Programs conducts a review of the information and documents provided. If more information is needed, they will send a request for revisions. The lead PI and the person who created the key personnel change form will be notified of the requested changes by email and in the NuRamp inbox. When a form is in Revisions Requested status, it is once again editable so the necessary changes can be made before submitting the form back to Sponsored Programs.

A key personnel change form can also be declined in Initial Review if it is determined that the change request is not necessary or appropriate. For example, if the project period has ended, a key personnel change will not be processed in most cases.

Routing

If the information and documents submitted are sufficient, Sponsored Programs will route the form for signatures. This process differs from a routing form, where the PI/department are expected to set up and begin the routing process.

All departments and VCR centers affected by the change (whether they are added or removed by the key personnel change) are required to sign off on the change form. Signatures are captured at the college/VCR center level. Unlike routing forms, only the lead PI and the college/VCR center signatories must approve the change request. All signers will be notified to review and sign off on the form via email and the NuRamp inbox.

Signers have the option to approve, request revisions, or decline the change request. If revisions are requested, the person making the request is required to provide a comment indicating what revisions are necessary. If a form is declined, the approver must provide a comment noting why.

Final Review

After a form has fully routed, Sponsored Programs will conduct a final review. As with the initial review step, they can approve, decline, or request revisions. (Most forms should not be declined or have revisions requested at this point, though.)

If sponsor prior approval is required to make the change, the final review step will not be completed until Sponsored Programs has received the agency's determination on the requested change (approved/declined).

Once the key personnel change form is approved, a new routing form will be added to the project, as described later in this guide.

Change Form Details

The change form details page provides information about the project and the proposed or approved changes.

The *Key Information* section provides basic information about the overall project.

The *Workflow Progress* section shows where the form is in the process. Clicking on any of the workflow steps will take you to the associated page. (Depending on your role, you may not be able to access certain pages or may receive a warning.)

The *Centers* section provides information about any VCR centers included on the original routing form and the change form, if applicable.

The *Routing Form Personnel* and *Change Form Personnel* sections provide the original list of key personnel and their allocations, and the new key personnel list and allocations.

The *Comments* section displays any comments left on the form and allows the user to leave comments. (Depending on your role and the form status, you may or may not be able to leave comments.)

The *Status Changes* section provides timestamps and names associated with changes in the form's status (e.g., when a form was created or started routing). A PDF of the form version at each status change is available for download.

The screenshot displays the 'Change Form Test Project #2' interface. At the top, it shows the project ID 'UNL-00070569' and the form ID 'UNL-00171733-01c'. Below this, there are navigation buttons: 'Back to Workflow', 'Form PDF', and 'Add a new form'. A filter tabs section includes 'Project', 'Personnel Change', 'Routing Form', and 'Current Version', with 'Personnel Change' selected. A table below the tabs lists three items: 'Project UNL-00070569', 'UNL-00171733-01c Personnel Change Initial Review', and 'UNL-00171733-01 Routing Form Awarded'. On the left, a sidebar menu lists 'Key Information', 'Workflow Progress', 'Centers', 'Routing Form (UNL-00171733-01) Personnel', 'Change Form (UNL-00171733-01c) Personnel', 'Comments', and 'Status Changes'. The main content area is divided into three sections: 'Key Information' with details like 'Lead Investigator: UNL OSP PI1 Test Account', 'Sponsor: NSF', and 'Form Status: Initial Review'; 'Workflow Progress' with a progress bar showing 'Form Preparation' and 'Form Submission' as completed steps; and 'Centers' with 'Routing Form: Nebraska Center for Virology (lead) (100%)' and 'Change Form: Nebraska Center for Virology (lead) (100%)'.

Figure 24. Change form details key information, workflow progress, and centers sections

- Key Information
- Workflow Progress
- Centers
- Routing Form (UNL-00171733-01) Personnel
- Change Form (UNL-00171733-01c) Personnel
- Comments
- Status Changes

Routing Form (UNL-00171733-01) Personnel

Personnel	COI/COC Disclosure Status	COI/COC Training	RCR Training	Credit	F&A	Academic	Summer
UNL OSP P11 Test Account (lead) <small>School of Biological Sciences College of Arts and Sciences</small>	COI/COC: None on file	None on file	RCR CITI: None on file RCR In-Person: None on file	75.00	75.00	0.00	1.50
UNL OSP P12 Test Account <small>School of Veterinary Medicine and Biomedical Sciences IANR</small>	COI/COC: None on file	None on file	RCR CITI: None on file RCR In-Person: None on file	25.00	25.00	1.00	0.00

2 items

Change Form (UNL-00171733-01c) Personnel

Personnel	COI/COC Disclosure Status	COI/COC Training	RCR Training	Credit	F&A	Academic	Summer
UNL OSP P11 Test Account (lead) <small>School of Biological Sciences College of Arts and Sciences</small>	COI/COC: None on file	None on file	RCR CITI: None on file RCR In-Person: None on file	100.00	100.00	0.00	1.50

1 items

Figure 25. Change form details personnel sections

- Key Information
- Workflow Progress
- Centers
- Routing Form (UNL-00171733-01) Personnel
- Change Form (UNL-00171733-01c) Personnel
- Comments
- Status Changes

Comments

Number of Comments: 0

Add a comment

Add

Status Changes

Status	Person	Date
Initial Review	UNL OSP Organization Unit Liaison Test Account	09/02/2025 03:52 pm PDF
Preparation	UNL OSP Organization Unit Liaison Test Account	09/02/2025 03:47 pm PDF

Figure 26. Change form details comments and status changes sections

Change Forms Index

To search for and access change forms that have already been created, click on the “Change Forms” link in the Sponsored Programs module menu to access the Change Forms Index. This page looks and functions like the Projects and Forms pages.

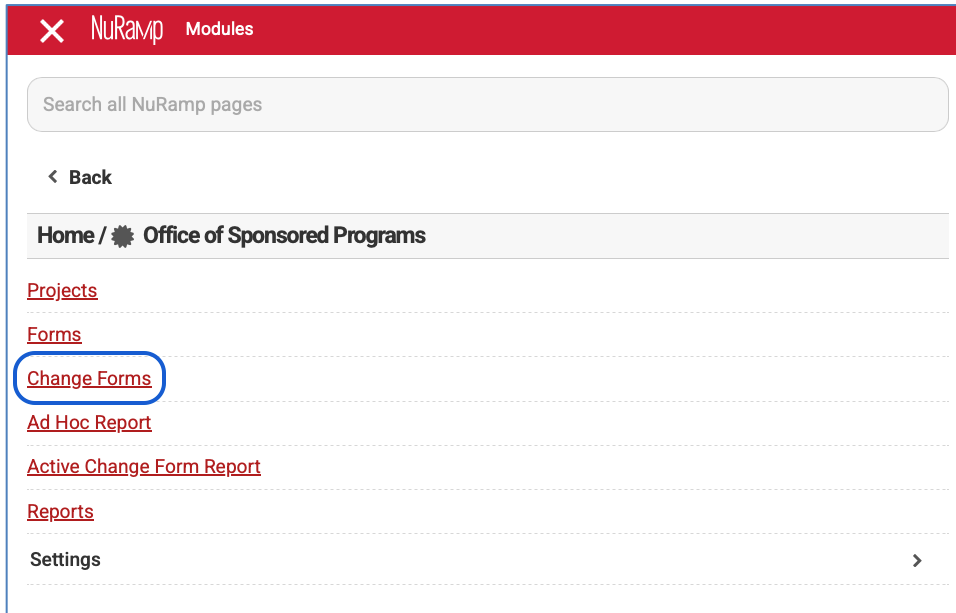


Figure 27. Change Forms index page menu link

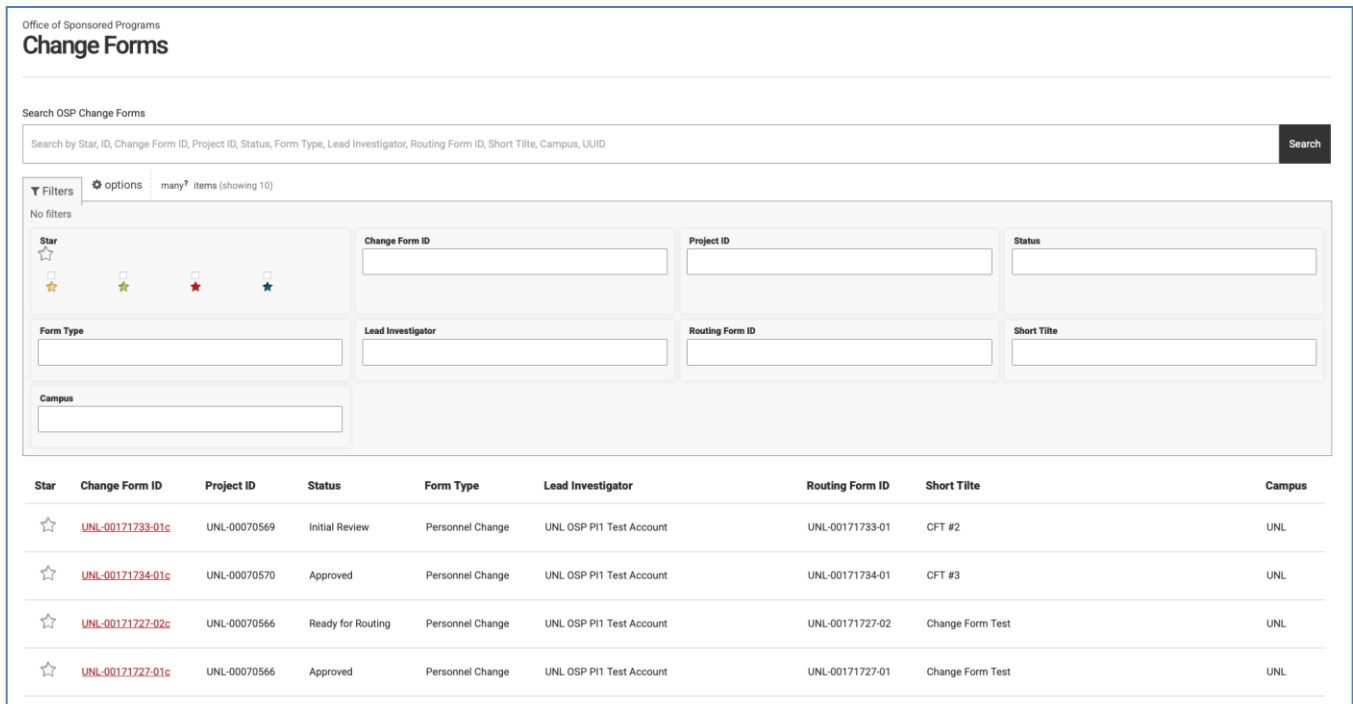


Figure 28. Change Forms index page (this view is customizable by the user, so yours may look different)

Use the filter fields to search for the change form you are looking for.

Office of Sponsored Programs
Change Forms

Search OSP Change Forms

Search by Star, ID, Change Form ID, Project ID, Status, Form Type, Lead Investigator, Routing Form ID, Short Title, Campus, UUID Search

Filters: 1 options 4 items (showing 4)

Enabled filters: Lead Investigator: UNL OSP P11 Test Account Clear filters Save CSV

Star:

Change Form ID:

Project ID:

Status:

Form Type:

Lead Investigator: UNL OSP P11 Test Account

Routing Form ID:

Short Title:

Campus:

Star	Change Form ID	Project ID	Status	Form Type	Lead Investigator	Routing Form ID	Short Title	Campus
<input type="checkbox"/>	UNL-00171733-01c	UNL-00070569	Initial Review	Personnel Change	UNL OSP P11 Test Account	UNL-00171733-01	CFT #2	UNL
<input type="checkbox"/>	UNL-00171734-01c	UNL-00070570	Approved	Personnel Change	UNL OSP P11 Test Account	UNL-00171734-01	CFT #3	UNL
<input type="checkbox"/>	UNL-00171727-02c	UNL-00070566	Ready for Routing	Personnel Change	UNL OSP P11 Test Account	UNL-00171727-02	Change Form Test	UNL
<input type="checkbox"/>	UNL-00171727-01c	UNL-00070566	Approved	Personnel Change	UNL OSP P11 Test Account	UNL-00171727-01	Change Form Test	UNL

Figure 29. Change Forms index page with filter applied (this view is customizable by the user, so yours may look different)

To customize the layout of the Change Forms index page (or the Projects or Forms index pages), click the gear icon above the filters.

Search OSP Change Forms

Search by Star, ID, Change Form ID, Project ID, Status, Form Type, L

Filters: options many? items (showing 10)

No filters

Figure 30. Change Forms index view options

From here, you can hide/show columns and rearrange them. You can also change where the filters display (left, top, compact), among other things.

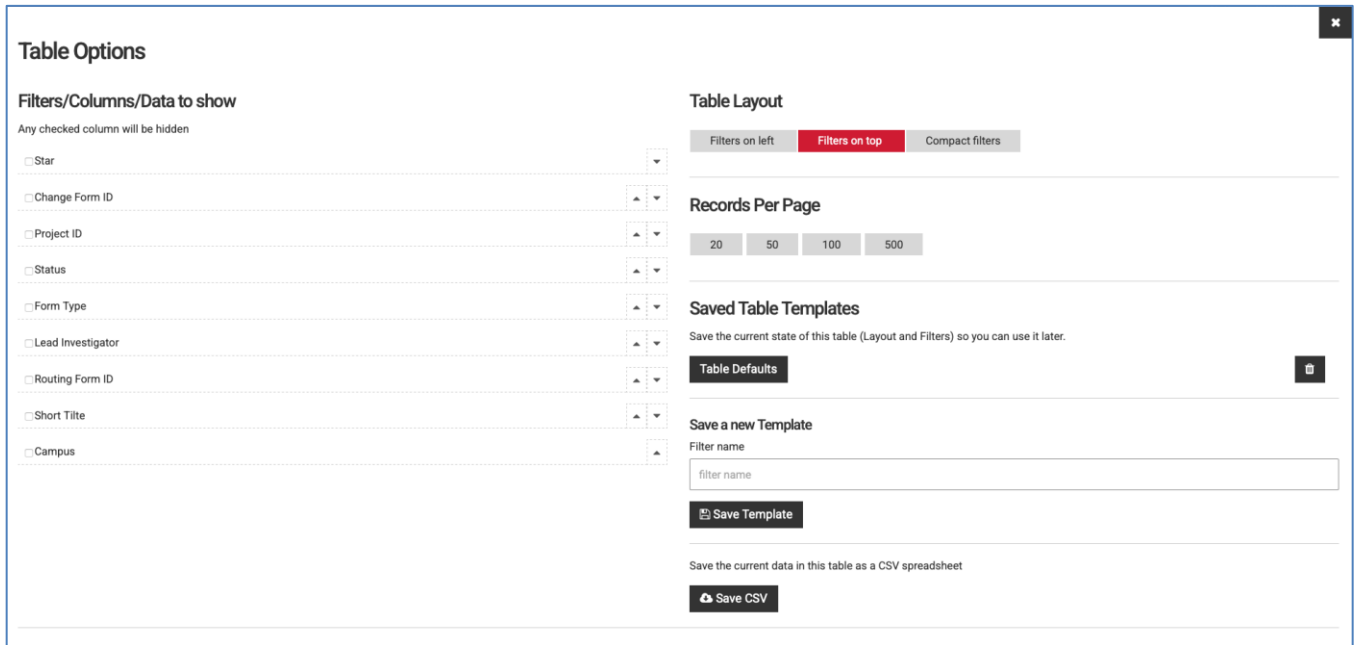


Figure 31. Table options

The changes you make will only be valid for your current session. If you want to keep these changes for the next time you log in, click the “Save my preferences” button in the dialog that appears at the top of the page.

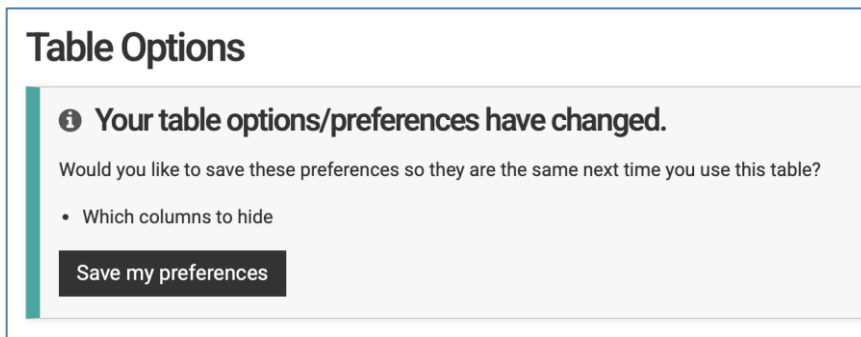


Figure 32. Save table preferences across sessions

Form Numbering and Versioning

Each routing and change form is assigned a version number denoted by the number following the dash at the end of the core form number (e.g., UNL-00171734-01). Change forms will always end with the letter “c” after the routing form version number (e.g., UNL-00171734-01c).

As noted above, once a change form is approved, a new routing form will be created. The new routing form will have the same core number (UNL-00171734 in the example above); the only difference is the version number (-01, -02, etc.). The new form and versioning allow for historical data integrity and visibility, as well as reproducibility in reporting.

Example 1: if a change form is routed for UNL-00171734-01, the change form number will be UNL-00171734-01c. When the change form has been approved, the newly created routing form number will be UNL-00171734-02.

Filter tabs: Project Routing Form Current Version Personnel Change 4 tabs shown with the current filter Reset

Project UNL-00070570	UNL-00171734-02 Routing Form Awarded	UNL-00171734-01c Personnel Change Approved	UNL-00171734-01 Routing Form Awarded
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Figure 33. Form versioning example

Example 2: if a new routing form is added to the project, that form will receive a brand-new form number, as shown in the example below.

Filter tabs: Project Routing Form Current Version Personnel Change no tab filter applied

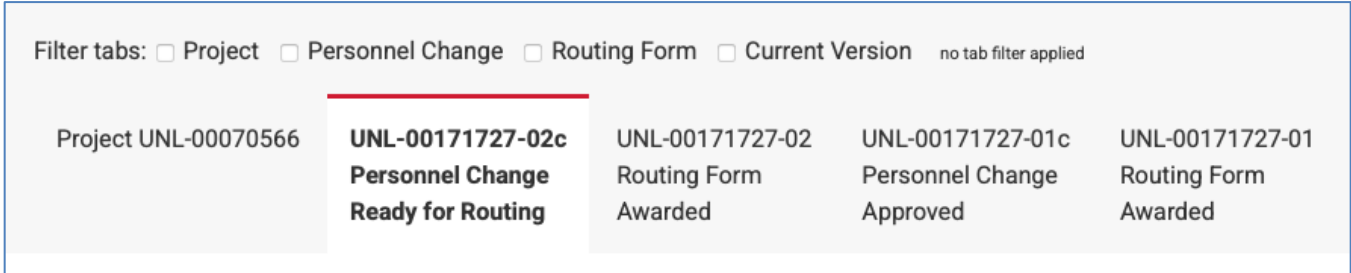
Project UNL-00070570	UNL-00171741-01 Routing Form Preparation	UNL-00171734-02 Routing Form Awarded	UNL-00171734-01c Personnel Change Approved	UNL-00171734-01 Routing Form Awarded
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Figure 34. Form versioning example with change form and second routing form

Project Filters

On every Form Details page, you will notice a “Filter tabs” section directly above the project and form tabs. These filters can be used to show or hide forms in the project. This can be especially helpful for those projects with many routing and change forms.

By default, no filters are applied. Check the box(es) to include specific form type(s) in your view.

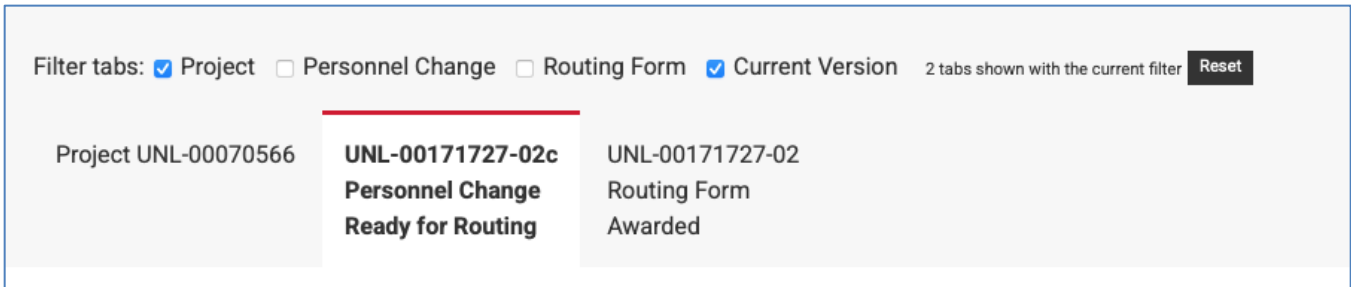


Filter tabs: Project Personnel Change Routing Form Current Version no tab filter applied

Project UNL-00070566	UNL-00171727-02c Personnel Change Ready for Routing	UNL-00171727-02 Routing Form Awarded	UNL-00171727-01c Personnel Change Approved	UNL-00171727-01 Routing Form Awarded
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Figure 35. No filters applied (default)

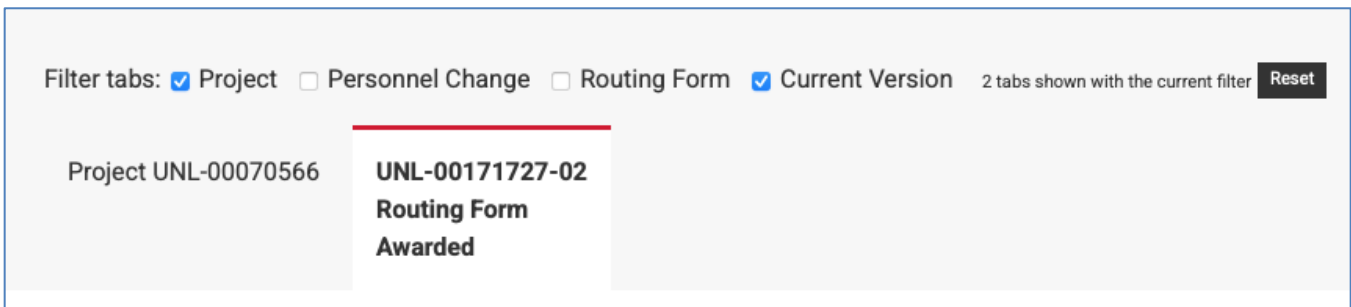
The form you are currently viewing will remain visible even if you apply filters that would normally exclude it. If you navigate to another form in the project, the filter will apply and that form will no longer be shown.



Filter tabs: Project Personnel Change Routing Form Current Version 2 tabs shown with the current filter **Reset**

Project UNL-00070566	UNL-00171727-02c Personnel Change Ready for Routing	UNL-00171727-02 Routing Form Awarded
----------------------	--	--

Figure 36. Filters applied, but current form is not included in filter type



Filter tabs: Project Personnel Change Routing Form Current Version 2 tabs shown with the current filter **Reset**

Project UNL-00070566	UNL-00171727-02 Routing Form Awarded
----------------------	---

Figure 37. Filters applied, showing only the requested form type

To remove all filters, click the “Reset” button. Individual filters can be toggled by checking and unchecking the boxes.

Filters are remembered across sessions and can be modified at any time. If you are not seeing form(s) you would expect to see in the project, check to ensure that filters are not hiding them.

Reporting

Change forms will not show in NuRamp reports, such as the Organization Unit Report. Only the current version of a routing form will appear in the report (e.g., -02 if a change form has been approved).

As of Date Field

The NuRamp reports now include an “As of Date” field. (*Note:* the ad hoc report does not have this field at this time but may be updated soon.)



As of Date

Figure 38. As of Date field on a report

Entering a date into this field will provide you the data as it existed on that date. For example, if a change form was approved on 7/2/25 that created a -02 form and you run the report as of 6/30/25, the report will include the -01 version of the form data. If you do not enter a date into this field, you will automatically get the most current version of the form data.

New Report: Active Change Form Report

The Active Change Form Report allows you to download an Excel file showing all change forms approved during a specific date range. The link to the report can be found in the Sponsored Programs module menu.

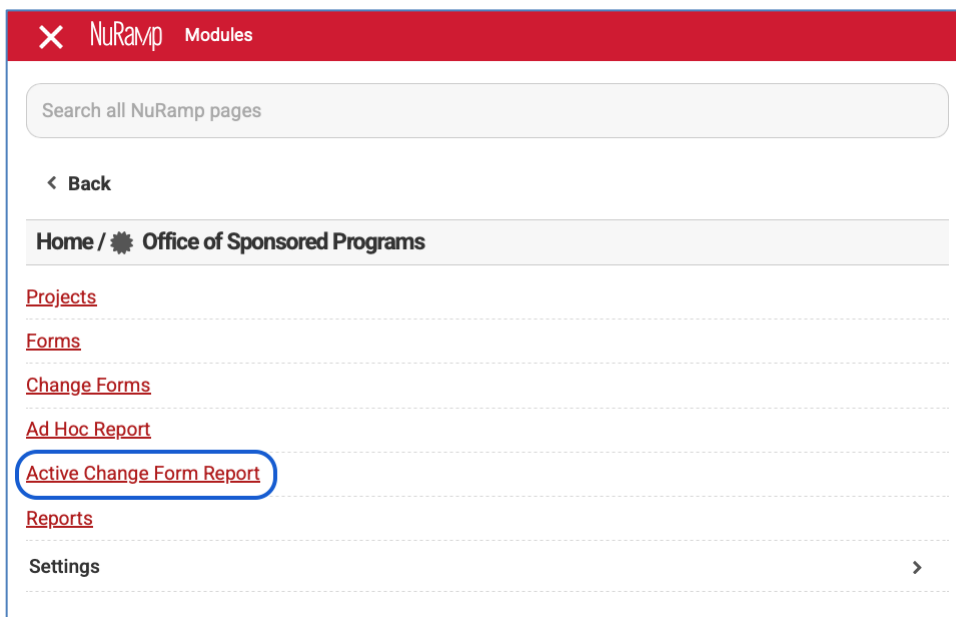





Figure 39. Active Change Form Report in module menu

Enter the start and end date for the period of data you wish to download, select your campus (if applicable), and click the “Download” button.

Active Change Form Report




-  Date Range >
-  Campus
-  Download

Date Range

Date Active On/After

Date Active On/Before

Figure 40. Active Change Form Report date entry

-  Date Range
-  Campus >
-  Download

Campus

Campus

Download

[Download](#)

Figure 41. Active Change Form Report campus selection and download

Support

For assistance in determining whether a key personnel change form is needed or questions about the content of the form, reach out to your department's assigned Pre-Award Coordinator or to osp-preaward@unl.edu. If you do not know your assigned coordinator, you can look up their name and contact information here: [Find Your OSP Contacts](#).

For technical issues, contact the NuRamp OSP support: nuramp-osp@unl.edu.