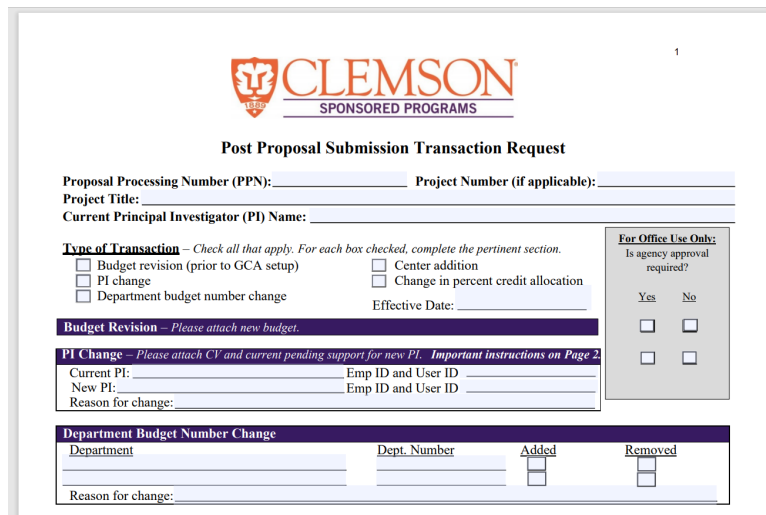


## How to Process a Principal Investigator Change

(Guidance document between College Post Award Contact, Grants and Contracts Administration Grants Administrator, Grants Transactional Services and Office of Sponsored Programs)

### Principal Investigator (PI) Change

1. The **College Post Award Contact (CPAC)** will initiate the **Post Proposal Submission Transaction Request (PPSTR)** form and acquires *all signatures* (i.e., **must** have current and new PI; Department Chair; Assistant Dean of Research (ADR)) and collects the supporting documentation:
  - a. the Curriculum Vitae of new PI (CV/Bio sketch [i.e., resume]),
  - b. justification/explanation of the change in PI, and
  - c. copy of Current Awards and Pending Support for new PI (C&PS = proposals submitted not yet funded).
2. The **CPAC** emails the completed form and supporting documents to [PPSTR@clemson.edu](mailto:PPSTR@clemson.edu) and to **Grants and Contracts Administration Grants Administrator (GCA GA)**.  
(PPSTR form is located at: [Post Proposal Submission Transaction Request.pdf](#))



The screenshot shows the 'Post Proposal Submission Transaction Request' form. It includes fields for Proposal Processing Number (PPN), Project Number, Project Title, and Current Principal Investigator (PI) Name. There are checkboxes for 'Type of Transaction' such as Budget revision, PI change, and Department budget number change. A 'For Office Use Only' section asks if agency approval is required. There are also sections for 'Budget Revision', 'PI Change', and 'Department Budget Number Change' with associated input fields and checkboxes.

3. [PPSTR@clemson.edu](mailto:PPSTR@clemson.edu) receives PPSTR form and will vet the PI (compliance checks) and upload PPSTR form into InfoEd. PPSTR/Office of Sponsored Programs (OSP) will hold making changes in InfoEd until they receive Sponsor Approval from the GCA GA.
4. The **GCA GA** will submit the PI Change request (official letter or email and the supporting documentation from Step 2) to the Sponsor and will cc: [PPSTR@clemson.edu](mailto:PPSTR@clemson.edu) (The PPSTR form is internal only and is not submitted to the Sponsor. GCA GA will save PPSTR form to their respective OnBase folder). This will alert OSP if there might be an official Modification forthcoming.

5. **IF Sponsor** doesn't *Reply All* when returning Sponsor Approval, GCA GA will forward the Sponsor approval email to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu).
6. **PPSTR/OSP** will task the PPSTR form to Grants Transactional Services (GTS) ([cuspa@clemsn.edu](mailto:cuspa@clemsn.edu)) and VPR Data ([VPRdata@clemsn.edu](mailto:VPRdata@clemsn.edu)).
7. **GTS** will update PeopleSoft. (If it is only an email approval GTS will put on the Amendments panel as a **GCAXX**):

a. update the Project Manager section of the Project GI panel in PeopleSoft;

The screenshot shows the 'Project GI' panel in PeopleSoft. The 'Project' section includes fields for SetID (CU), Project (2015895), Description (Genome Editing for New Industr), Start Date (01/01/2023), and End Date (01/31/2024). The 'Project Manager' section is a table with columns for Effective Date, Manager, and Manager Name. The 'Project Status' section shows an Effective Date of 01/01/2023 and a Project Status of 'Approved'. Navigation buttons like 'Save', 'Return to Search', and 'Update/Display' are visible at the bottom.

Effective Date	Manager	Manager Name
01/01/2023	015009	Saski,Christopher A

Effective Date	Project Status
01/01/2023	Approved

b. notate the PI change “from” and “to” on the Project Description GI panel (2<sup>nd</sup> panel)

8. **GTS** will process the **Project Worksheet** (PW) in PeopleSoft and send out the PI Change notification to relevant parties. **GTS** will also upload the PW to InfoEd.
9. **IF Subawards** are involved, the Subaward Administrator ([subawardsadmin@clemsn.edu](mailto:subawardsadmin@clemsn.edu)) must be notified of the change; this will be done when **GTS** sends out the updated PW.

10. **IF there is Cost Share, GCA GA will need to change the PI information on the Cost Share project(s).**

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document >

**Project**

SetID CU  
Project 1423199  
Copy of Project:  
\*Description Cost Share for 206-2013199 \*Status Active [Attributes](#)  
\*Start Date 04/01/2019  
\*End Date 04/30/2024  Summary Project

**Project Manager**

*Effective Date	*Manager	Manager Name		
03/22/2019	033832	Kitchens, Christopher L	+	-

**Project Status**

*Effective Date	*Project Status		
03/22/2019	Approved	+	-

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions | Report

11. **Exceptions:**

- IF an official Modification** is issued by the Sponsor and is sent to the **GCA GA**, **GCA GA** will forward the Modification to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu). **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW.
- IF an official Modification** is issued by the Sponsor and is sent to [CUOSP@clemsn.edu](mailto:CUOSP@clemsn.edu), **OSP** will forward the Modification to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu). **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW, if not already completed.
- IF an official Modification** is issued by the Sponsor and is sent to [cuspaa@clemsn.edu](mailto:cuspaa@clemsn.edu), **GTS** will forward the Modification to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu), confirm the information is already correct in PeopleSoft, update the Amendments panel, and upload the modification to InfoEd.

< Document | Sponsor | **Amendments** | Conditions | Reports | Subcontracts | Invoice | Project Totals >

SetID CU Project 2015895

**Amendments To Award**

Issue Date:	Number:	Amount:	Time Ext:	Date Entered/Comments:		
		0.00			+	-

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Condition